

Microsoft PowerPoint **ADVANCED COURSE**

Your learning needs are at
the heart of what we do.



By FourSquare Training

Advanced Microsoft PowerPoint Course Topics

This Advanced Microsoft PowerPoint course can be combined with the [Beginners PowerPoint Course](#) for a two-day training programme.

We specialise in delivering flexible training programmes and course topics taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Customising your PowerPoint Presentations**

1. Customising toolbars
2. Applying themes
3. Previewing and selecting a theme
4. Customising themes
5. Saving customised themes
6. Setting default themes
7. Applying background styles
8. Applying default background styles
9. Creating and applying customised background styles
10. Inserting footers
11. Arranging and printing Sections
12. Using Sections

- **Module 2: Working with Special Effects**

1. Adding animations for text and objects
2. Using the Animation Painter
3. Setting animation timings

4. Using chart animations

- **Module 3: Working with SmartArt**

1. What is SmartArt?
2. Inserting and editing graphic files
3. Resizing and re-positioning objects
4. Resizing shapes and graphics
5. Repositioning graphics
6. Inserting and formatting text objects
7. Adding shapes to objects
8. Grouping and Ungrouping objects

- **Module 4: Managing Presentation Documents with the Slide Master**

1. What are Master Slides, cascading styles and inheritance?
2. Formatting Slide Masters and Layouts
3. Adding watermarks to a PowerPoint presentation
4. Numbering your slides with the Slide Master
5. Inserting new Slide Masters
6. Saving Slide Masters
7. Editing the Notes Master
8. Editing the Handout Master
9. Inserting headers and footers into notes and handouts

- **Module 5: Working with multimedia**

1. Creating a photo album
2. Adding captions to your album
3. Creating themes for your album
4. Customising albums
5. Inserting audio and video



6. Inserting an audio soundtrack
7. Inserting a video file
8. Inserting multimedia content
9. Editing audio and video media clips
10. Inserting Animated GIF images
11. Importing Excel Charts

- **Module 6: Setting up a PowerPoint Slide Show**

1. Creating a custom slide show
2. Inserting hyperlinks into your presentations
3. Inserting action buttons and rollover menus
4. Linking between presentations (interlinking multiple presentations)
5. Annotating presentations with footnotes and endnotes
6. Creating auto slide shows
7. Setting a slide show to auto-repeat

- **Module 7: Creating a full Presentation Package using Outlines and Slides**

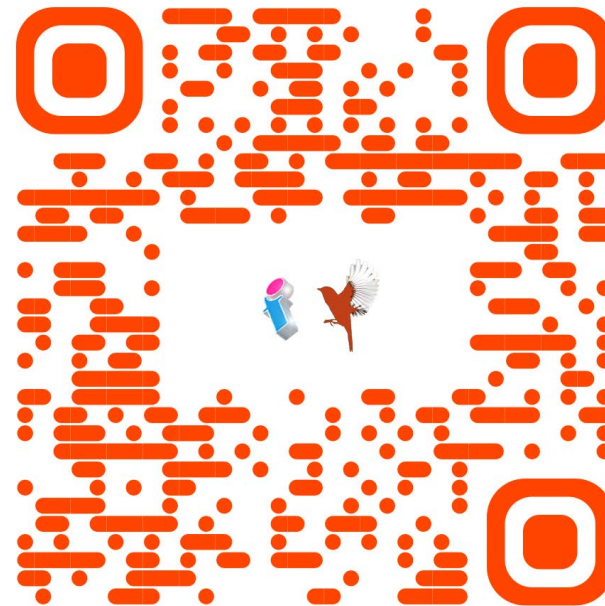
1. Exporting Notes and Handouts to Microsoft Word
2. Exporting presentation outlines to Microsoft Word
3. Saving presentation outlines
4. Saving slides as image files and PDFs

- **Module 8: Distributing and Protecting Presentations with Sharing and Security**

1. Sharing presentations remotely
2. Embedding fonts within presentations
3. Packaging presentations for social media and sharing
4. Using the PowerPoint Viewer

5. Savings presentations for the Web
6. PowerPoint integration with Microsoft Teams Presenter Mode
7. Protecting your presentations with encryption
8. Protecting your presentations with Digital signatures
9. Setting and managing permissions
10. Compressing photos and images for use on the Web
11. Saving presentations as Adobe PDFs

Scan the QR code for more course information:





PowerPoint Course Feedback

“The trainer was very good and pleasant...Very clear in talking me through and very patient! Very very helpful.”

PowerPoint Specialist Design Virtual Classroom

“Very good. Was easily personalised by the instructor to suit our circumstances and business template.”

PowerPoint Intermediate/Advanced Course Solihull

“Great Training! Picked up quite a few useful things from it. Great for all levels.”

PowerPoint Beginners Course Abingdon

“I found the course useful and the instructor came across as very knowledgeable.”

PowerPoint Beginners Course Virtual Classroom

“We had some really great feedback from the last two training sessions, on the quality of the content as well as the delivery from the trainer.”

PowerPoint Beginners & Advanced Courses London

“I did the Powerpoint course yesterday which was very good and covered everything I need to know and more. Simon was an excellent trainer and I got a lot out of it.”

PowerPoint Beginners Course Virtual Classroom

“Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session.”

PowerPoint Intermediate Training London

“The trainer made it easy for me to keep up with the more knowledgeable members of the group.”

PowerPoint Intermediate Course Oldham

“Thank You. Very helpful.”

PowerPoint Beginners/Intermediate Training Course Northamptonshire

“I would like to let you know that I received some positive feedback from the Powerpoint training that was delivered a few weeks ago. A quote that I received below:

They unanimously thought the course was excellent and that the trainer was equally excellent”

PowerPoint Intermediate Course London

“There is more to PowerPoint than I thought before the course. I was surprised at how many features of PowerPoint we had not been using. This course will help with future presentations and with customers.”

PowerPoint Beginners Course Leeds

