LEARNING OUTCOMES

By the end of this course participants will be able to:

* Work with presentations more effectively
* Learn how to work with sections, slide masters and themes
* Work with graphics and images more effectively
* Work with Charts, Video and Audio with in a presentation
* Create animations in a presentation
* Create and use custom templates
* Linking and embedding objects in a presentation
* Merge, compare and export all or parts of a presentation.
* Create custom slide shows
* Share presentations in a range of formats.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system and PowerPoint, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

This course is delivered over 1 full session

COURSE OUTLINE

PRESENTATION DESIGN ISSUES

* Planning your presentation
* Issues relating to presentation timing
* Using graphics, diagrams and charts to convey ideas
* Limiting the level of detail within a presentation
* Using a consistent design scheme and adequate colour contrast
* Accessibility considerations when designing a presentation
* Using Alt (Alternative) Text tags
* The Accessibility Checker
* The Document Inspector
* The Compatibility Checker

POWERPOINT 2019 SECTIONS

* Creating, Collapsing, Expanding and Reordering Sections
* Removing Sections and slides

SLIDE MASTERS

* Inserting slide masters
* Editing a customised slide master
* Using customised slide masters

THEMES

* Applying, Modifying and saving Themes
* Deleting a Theme
* Creating and saving a new template
* Modifying a template

FORMATTING PICTURES AND IMAGES

* Removing a picture background
* Colouring Pictures, Artistic Effects, Picture styles, brightness and contrast
* Using the Corrections button
* Compressing and resetting a picture
* SmartArt and Pictures

MANIPULATING GRAPHICS

* Ruler and Gridlines
* Snapping to the grid and grid spacing
* Positioning a graphic relative to the top-left corner of a slide
* Distributing graphics horizontally and vertically
* Cropping and Re-scaling pictures
* Converting a Clip Art picture to an AutoShape
* Saving a graphic
* Applying and hiding background graphics

FORMATTING AUTOSHAPES

* Background fill effects, transparency effects, shape effects, Format Painter and defaults

DIAGRAMS

* Organisation chart, a cycle diagram, a pyramid diagram, a flowchart
* Editing Flowchart shapes and connectors

CHARTS

* Chart title, legend, data labels, axes labels and scales
* Changing chart type
* Chart gap and overlaps
* Using images in chart columns or rows
* Formatting the plot and chart area

VIDEO AND AUDIO

* Using Video
* Changing the brightness and contrast of a video
* Adding a poster frame image to a video
* Resetting a video
* Applying a video style
* Playing a video in a shape
* Changing the colour and weight of a video border
* Applying special effects to a video
* Trimming video and Video Looping
* Using Audio

ANIMATION

* Applying animation effects
* Animation triggers
* Using the Animation Painter
* Creating and modifying custom animation effects
* Using custom animation to fade bulleted paragraphs
* Animating chart columns by series
* Animating the chart grid and legend

LINKING AND EMBEDDING

* Action buttons - Linking to a different slide, a specific slide, a URL, Custom Shows or a different file
* Linking data into a slide and displaying as an icon object
* Linking and updating objects
* Breaking a link
* Inserting a link to a graphics file
* Embedding data into a slide and displaying it as an object
* Editing or deleting embedded data

HYPERLINKS

* Creating and editing hyperlinks

MERGING, COMPARING AND EXPORTING

* Merging all the slides from one presentation into another presentation
* Merging a Microsoft Word outline into a presentation
* Comparing presentations
* Saving a slide as a separate graphics file
* Using the Screen Shot feature

SLIDE SHOWS

* Creating and editing custom slide shows
* Copying and deleting custom slide shows
* Slide show transitions and timings
* Controlling slide show looping
* Applying settings so that slides advance manually
* Setting slide show timings
* Enabling or disabling slide show animations
* Controlling a slide show

SHARING PRESENTATIONS

* Marking as Final
* Permissions – Encrypting with a password
* Converting a presentation to a video
* Packing for a CD
* Saving as a PDF format