

Microsoft PowerPoint – Advanced Tools

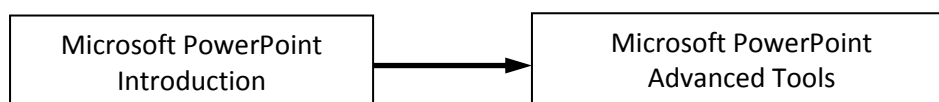
Audience

As someone who is able to create basic presentations, you are ready for the next step of creating and managing your presentation utilising the advanced tools available in Microsoft PowerPoint. Key learnings include creating your own PowerPoint templates, improving your presentations with animation and video and effectively utilising notes and hand-outs features.

Duration

3 hours

Prior Learning Segment



You must be able to navigate efficiently within the Microsoft environment and have the skills stated in the learning outcomes for Ripped Orange's Microsoft PowerPoint - Introduction course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Managing Master slides
- Adding animation effects and video files
- Utilising speaker notes
- Managing different output options for file types
- Managing different output for hard copy printouts
- Setting up a slide show
- Presentation tips and tricks

Learning Outcome(s)

At the end of the course you will have the knowledge to create advanced PowerPoint presentations. You will understand how to work more effectively with PowerPoint and how to manage the requirements of a PowerPoint presentation from start to finish.