MICROSOFT POWERPOINT
Advanced

THE TRAINING HOUSE
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SUITABLE FOR

Delegates who have attended the Microsoft PowerPoint Introduction course above, and would like to use the remaining features of Microsoft PowerPoint.

AIM OF THE COURSE

To cover the remaining topics that was not addressed during the Introduction course.

COURSE CONTENT

- Creating Diagrams & Drawings
- Creating a Video
- Package Presentation
- Create Handouts
- Photo Album
- Designing Themes/Templates
- Creating an Interactive Presentation Using Hyperlinks
- Inserting Slide Comments
- Headers & Footers

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.