MS PowerPoint (advanced) (code: PPT-201)

compliant with: Learn Microsoft PowerPoint 2010 Step by Step, Level 3 (compliant with MS 50540)

Overview

This course is designed to improve MS PowerPoint skills. It provides an overview of more complex features and functions of the program - and practical know-how related to their usage. Practical exercises accompany every topic covered during the course.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate <u>recognized and respected anywhere in the world</u>, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important**: authorization is available for on-demand training courses only.

Duration

1 day

Agenda

1. Creating custom templates.
2. Using previous presentations - copying slides, graphics, themes.
3. Creating diagrams.
   — Using shapes and drawing.
   — Using SmartArts.
4. Using animations and transitions.
   — Understanding animation types.
   — Adding special effects.
   — Combining effects.
   — Animating charts and SmartArts.
5. Inserting Office documents into slides (Word, Excel).
6. Inserting multimedia files (Video, Audio).
7. Preparing custom slide shows.
8. Preparing slide show for launch without a live speaker.
   — Recording timing.
   — Recording narration.
   — Adding action buttons.
9. Using Presenter View (slide show with a Speaker View on second monitor)
10. Working with charts
    — Understanding chart types.
    — Formatting charts.
    — Troubleshooting.
11. Good practices.
    — Preparation.
    — Timing.
    — Content.
12. Printing. Preparing a presentation for printing.
13. Exporting.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

Target audience and prerequisites

This course is intended for information workers who want to learn advanced-level PowerPoint skills.

Before attending this course, students must have:

— Basic computer knowledge, such as keyboard and mouse skills.
— Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
— Basic PowerPoint knowledge, such as creating simple presentations, inserting text and images.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

— Warsaw (English) – Jasna 14/16A
— Online (English) – your home, office or wherever you want
— any other location (London, UK, EU) on request

Price

170 EUR

The price includes:

— course materials,
— snacks, coffee, tea and soft drinks,
— course completion certificate,
— one-time consultation with the instructor after course completion.

Ask for details

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