

## 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 recognized and respected anywhere in the world, 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.

### Ask for details

Phone +44 203 608 6289

info@alx.training

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.

## Ask for details

Phone +44 203 608 6289

info@alx.training

## 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.