



PowerPoint Advanced Level



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Overview

This course is aimed at the user who needs to work with multiple PowerPoint presentations. It includes enhancing slides, working with diagrams and charts, and working with graphics as well as customising presentations and adding special effects.

Benefits of attending

Microsoft PowerPoint is the presentation graphics programme that helps you present your ideas in a clear, concise manner. PowerPoint provides you with a set of easy-to-use tools that help you create professional-looking presentations. The latest versions of the application give you the opportunity to effortlessly collaborate with team members over the Web and share your presentations with others, regardless of their geographical location.

Course Prerequisites

Attendance on or working knowledge of the topics covered on our PowerPoint Intermediate course.

Academic Certification

Certificate of attendance

Programme Contents include

- Diagrams within PowerPoint
- Charts in PowerPoint
- PowerPoint Video and Audio
- PowerPoint Animation
- Linking and Embedding in PowerPoint
- Hyperlinks and PowerPoint
- Merging, Comparing & Exporting within PowerPoint
- PowerPoint Slide Shows
- Sharing PowerPoint Presentations
- PowerPoint Presentation Design & Compatibility Issues

Key Programme Facts

Course Title	PowerPoint Advanced
Certification	Certificate of attendance
Course Length	Face to Face – 1 day Virtual – 1 day or 4 x 90 minute sessions
Target Audience	Advanced users working with multiple presentations
Delegates	PDF manual, sample exercises
Contact	0161 367 8999 www.us4b.co.uk info@us4b.co.uk

TRAINING

CONSULTANCY

SUPPORT

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