

# Microsoft PowerPoint – Advanced Techniques

Course code: MSPW2

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. The course is intended for all users of Microsoft PowerPoint, who need to be able to create content-rich presentations using all available features. We will focus on topics ranging from the creation of slides with multimedia content (images, videos, diagrams, graphs, and generated diagrams) through tools that enable animate content (transitions, animations and sounds) after creating your own presentation design with custom defined types of images. You will get tips and tricks for detailed configuration of printouts, slideshow export to other applications in order to generate quality printed materials and much more. This course is suitable for users of every version of Microsoft Office products. PowerPoint is a well-matured application and control of its interface has not changed significantly in last versions. There will be the latest PowerPoint version installed in the classroom.

## Who is the course for

The course is intended for users with basic experience with creating presentations, who are not fully satisfied with the look of their presentations, the way of creating. Or feel that is possible to get much more from PowerPoint.

## What we teach you

You will learn to create and graphically edit high-quality presentations.

## Required skills

Microsoft PowerPoint - elementary level

## Course Outline

Presentation configuration

- Compatibility issues
- Protected View
- Marking as Final
- Protection, signature
- Organization of slideshow (sections)
- Comparison, comments
- Setting up the slideshow

Master slide as a base of design

- Conception
- Role of master slides
- Role of layouts
- Role of guides and grid
- Configuration of header/footer
- Master slides organization
- Background
- Color schemes (usage & definition)
- Motives
- Re-usage of design using templates
- Best practices

Slides

- Purpose of the presentation as visual aids
- Slide layouts
- Resetting of format to master slide state
- Custom textbox
- Best practices

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## Object of other applications

- Pictures and their specifics (transparency, re-coloring, crop)
- Cliparts and their specifics (conversion to fragments, clipart as a raw material for future work)
- Video, sound
- Tables
- Charts
- SmartArt - visualization of list
- Other objects
- Screenshots
- Photo - Album
- Linked MS Office content
- Best practices

## Custom graphical content

- Autoshapes
- Best practices (shortcuts, align, distribution, grouping)
- Curves & other types of lines - custom shapes

## Dynamics of slideshow

- Transition
- Custom Animation
- Animations of charts & diagrams
- Timing

## Interactivity of presentation

- Action Settings
- Mouse click as trigger of animation
- Hyperlink
- Custom slideshow

## The Show

- Role of notes
- Presenter View
- Timing
- Infinite slideshow
- Digital pen in PowerPoint and anywhere else

## Print

- Configuration of handouts (logo, header/footer)

## Export and import

- Slideshow export
- Packaging of slideshow
- Import headings from Word document

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