PowerPoint
Advanced

General Outline

More powerful multimedia, graphics and animation features are covered in this course.

You will look at how edit, customise and then animate different parts of imported graphics to illustrate your point more effectively. Creating flow charts and organisation charts with connectors that don't move is covered.

You will learn how to add background music from an audio CD and video clips to your presentation. We will also cover how to add your own narration which plays automatically during self-running shows.

Creating self-paced, interactive presentations with **Next** and **Previous** buttons is covered.

When your presentation is complete, we will look at how to save it as web pages ready to publish it to your web site or your organisation's intranet.

Detailed Outcomes

♦ Revise the shortcuts of the basics

♦ Apply advanced text formatting and effects

♦ Customise drawing objects and edit clipart

♦ Create flow charts with connectors, etc.

♦ Apply advanced animation to graphics

♦ Add movie/video clips and adjust play settings

♦ Create self-paced, interactive slide shows

♦ Convert presentations to web/intranet pages

♦ Create and manage templates

Client Reviews

"Everything was explained so easily and shown so you know exactly where you are."
Sharon, Admin Assistant; Essentials & Beyond

"Good pace, clear and good having a small class. I now feel confident to do presentations."
Valda; Essentials & Beyond

"I was highly impressed with the level of detail provided."
Karin, Admin; Advanced

"CLASS Training showed me how valuable a tool PowerPoint can be."
Kathy, Admin; Essentials & Beyond

"I was highly impressed with the ease of learning."
Kim, Sales; Essentials & Beyond

CLASS
TRAINING

Duration & Rate:

♦ 1 day public course ($319) OR

♦ 3 x 1-hour online ($132) OR

♦ Closed / Onsite (inquire)

Prerequisites:

CLASS Training's Basics and Beyond PowerPoint course or otherwise proven competency with PowerPoint.

Public Course Includes:*

♦ Use of a computer for hands-on exercises.

♦ Extensive training manual.

♦ Refreshments.

♦ Certificate of attendance.

♦ After-course support.

♦ Free refresher course.

Inquire re details.

How to Book:

♦ Phone us on **(02) 6041 2711.**

♦ Email us at **office@classtraining.com.au**.

♦ Book online at **www.classtraining.com.au**

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