

## Course Overview

The purpose of the Advanced Microsoft PowerPoint course is to equip participants with advanced skills and expertise in creating and delivering highly engaging and interactive presentations. This course goes beyond the basics, providing in-depth knowledge of advanced design techniques, multimedia integration, animation mastery, interactivity, and collaborative features.

## Audience Profile

The Advanced Microsoft PowerPoint course is ideally suited for individuals who already possess a strong foundation in PowerPoint and want to enhance their presentation creation and delivery skills to an advanced level. Those who should attend this course include Business Professionals, Designers and Visual Content Creators, Trainers and Educators, Entrepreneurs, Researchers and Data Analysts, Sales, and Marketing Specialists.

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Advanced Slide Design

- Principles of Effective Slide Design
- Advanced Text Formatting Techniques
- Custom Slide Layouts and Master Slides
- Design Tips for Visual Impact

### Lesson 2: Multimedia Integration

- Advanced Image Editing and Enhancements
- Incorporating and Editing Videos
- Adding Audio and Narration
- Interactive Media Elements

### Lesson 3: Animation Mastery

- Advanced Animation Effects and Timing
- Motion Paths and Custom Animation
- Triggers and Animating Objects
- Animation for Storytelling

### Lesson 4: SmartArt and Data Visualization

- Creating Advanced SmartArt Graphics
- Customizing Diagrams and Flowcharts
- Importing and Charting Data
- Data-Driven Presentations

### Lesson 5: Advanced Interactivity

- Action Buttons and Hyperlinks
- Navigation and Interactive Menus
- Building Interactive Quizzes and Polls
- User-Driven Presentations
- Narration and Slide Timings

### Lesson 6: Collaborative Features

- Co-Authoring and Collaboration in PowerPoint
- Reviewing and Commenting
- Version Control and Tracking Changes
- Sharing Presentations in Real Time

### Lesson 7: Mastering Presenter Tools

- Presenter View Mastery
- Creating Custom Slideshows
- Recording and Rehearsing Timings
- Managing Presenter Notes and Annotations

### Lesson 8: Advanced Tips and Tricks

- Keyboard Shortcuts for Efficiency
- Customizing PowerPoint Options
- Troubleshooting and Error Handling
- Enhancing Presentation Delivery

### Lesson 9: Advanced Printing and Exporting

- Printing Advanced Presentation Formats
- Exporting to PDF and Other Formats
- Handouts and Speaker Notes
- Securing and Packaging Presentations and Error Handling
- Presentation Tips for Success

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer