



@ASK Training
Attitude | Skills | Knowledge

Microsoft PowerPoint – Advanced

Course Code:

ASKMPA

Course Duration:

1 day (8 hours), 9:00am – 5:00pm

Course Fee:

\$250 (\$272.50 Inc. 9% GST) per participant

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

Course Dates:

<https://asktraining.com.sg/course-schedule/>



Course Synopsis

Microsoft PowerPoint 2019 – Advanced is designed for participants to spice up the presentation slides with customised animations, use of multimedia (video & audio) clips, and customised show setup. It allows you to explore deeper into the features which makes your presentation more efficient and attractive to the audience.

Prerequisites

Regularly use PowerPoint to create, edit & format presentations. Able to create slides with text & images, apply basic transitions & animations.

Course Objectives

In the 1-day course, you will be able to:

- Insert and manage the Audio and Video used in your presentation slides.
- Deliver a Presentation on a Computer using the Laser Pointer, Pen, and Making Annotations.
- Use of Action Buttons to manipulate your presentation communication effectively from slides to slides.
- Record and rehearse your slideshow timing, create a Presentation kiosk and use of custom shows.
- Use the collaborative and distributing tools after finalising the Presentation slides.

Course Outline

Photo Album, Transition and Animation Effects

- Insert and Edit Photo Album
- Apply, Modify, Copy and Customize Transition and Animation Effect
- Previewing a Transition or Animation Effect

Working with Multimedia

- Insert & Record Audio Comments on a Slide
- Inserting Video from a File & Web
- Editing Media Playback
- Inserting and Using Bookmarks
- Compressing Media

Delivering a Presentation

- Delivering a Presentation on a Computer
- Using the Laser Pointer, Pen, and Making Annotations
- Using Presenter View
- Creating a Presentation that Runs by Itself
- Using Action Buttons
- Creating a Custom Show

Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide & Hide Slide
- Recording a Presentation
- Marking a Presentation as Final
- Packaging a Presentation
- Saving Presentations as Videos
- Password Protecting a Presentation

Using Collaboration and Distribution Tools

- Comparing and Merging Presentations
- Publishing Slides
- Creating Handouts using Microsoft Word
- Online Collaboration and Distribution
- Importing and Exporting an Outline
- Broadcasting Presentations



Speak to a Course Consultant

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