



# Microsoft PowerPoint

## PREREQUISITES

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

## DURATION

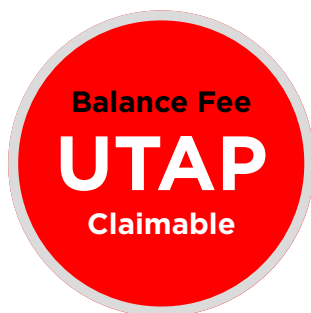
**1 Day**

**9 AM - 5 PM**

## COURSE DATES

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

Course Code: **ASKMPA**



**Full Course Fee:**

**S\$272.50**

*(inclusive of 9% GST)*

## Microsoft PowerPoint – Advanced

### Course Description

Microsoft PowerPoint – 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.

### Course Objectives

- ✓ 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 Customise 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

## Finalising 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