

Advanced PowerPoint Course

This is a one day training course that will give you the knowledge and skills you need to create a memorable PowerPoint show using some of the advanced features of PowerPoint

Introduction

This one day course will train you how to create a more impressive presentation and show you how to use some of the more advanced features of PowerPoint.

The course covers PowerPoint 2013/2019/2019 and 365. You are welcome to bring along a PowerPoint presentation that you are working on.

Who would benefit from this course?

This course is designed for people who know how to put together a basic PowerPoint presentations, but want to create something more professional and impressive.

You should be confident in creating a basic PowerPoint slide deck, including adding text & inserting images, basic tables and charts. If

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and from £590 Online. Please email or call us with your preferred venue, number of delegates and any requests.

you don't know the basics then please look at our Introduction to PowerPoint course.

Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses can be run at our premises in Manchester at your premises anywhere in the UK.

Our online courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment



5.0 ★★★★★

We recently completed a PowerPoint training day with M Training. Martin was excellent and made the day really engaging with lots of useful takeaways that I could implement straight away. We also received a follow up with all the course notes! Would highly recommend.

Matt Lewis
EMR



Advanced PowerPoint

Course Outline

The course outline shown below is illustrative as we adapt the course to your prior knowledge and requirements

Design Advice

- What makes a great presentation
- Focusing on your audience
- Creating a structure
- Understanding eyeflow
- Making text-heavy slides look good

Content Formats

- Placeholders, Text Boxes, and Shapes
- Using Objects within a show

Creating Slide Masters and Layouts

- Understanding how Slide Masters work
- Creating Slide Masters

- Creating Master Layouts
- Creating Themes

Creating Interactive Navigation

- Creating navigational menus
- Using Sections
- Using Zoom (2019 / 365 Only)

Advanced Image Editing

- Working with layers
- Cutting out backgrounds
- Creating 3D effects

Advanced Shapes

- Maintaining Aspect Ratio
- Editing Shapes
- Creating Custom Shapes
- Creating Infographics

Advanced Tables & Charts

- Embedding & linking Excel tables and Charts
- Advanced editing of Tables
- Advanced Editing of Charts
- Animation sequencing of Charts

SmartArt

- Making a simple slide look great quickly
- Building organisational charts
- Buildings and sequencing SmartArt

Arrange and Align

- Using the Arrange & Align tools
- Using & creating Grids and Guides
- Advanced bullet point alignment

Course Outline continues on next page

Google

5.0 ★★★★★

One of the best courses I have ever taken and very well presented by the tutor.

Anthony Convey
Hotter Footwear

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



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Course Outline cont.

Short Cuts

- Using the Format and Animation Painter
- Copy and Paste shortcuts
- Using the Selection Pane
- Sampling colours
- Using Dictate
- Using the Outline pane
- Organising your slides

Audio & Audio Recordings

- Using & editing audio files
- Creating audio recordings

Video

- Adding and editing videos
- Using videos for backgrounds
- Making Screen Recordings
- Recording slides shows
- Creating videos from slide shows

Transitions

- Using Dynamic Transitions
- Using Morph to animate objects

Animations

- Creating an animated sequence
- Using Animation Pane
- Creating custom animations

Review & Proofing

- Using Comments
- Comparing Slide Decks
- Accessibility tools

Presenting Tips

- Setting up your show
- Using Presenter View
- Rehearsing your timings
- Using Laser Pointer, Highlight and Pen
- Useful shortcuts

Saving & Notes

- Saving in different formats
- Security & Permissions
- Creating Handouts

[For Booking Information Please See Next Page](#)

Google

5.0 ★★★★★

Thank you very much,
Martin. The [Advance
PowerPoint] course was
excellent.

Zee Amin
Astra Zeneca

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Please contact us to discuss your requirements.



Advanced PowerPoint Course

Why Choose M Training's Advanced PowerPoint Course

- Run by an experienced marketing and design expert with over 20 years experience of working with companies and agencies, creating numerous high profile PowerPoint presentations
- Public courses are limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Birmingham and Online.
- Choose from public, one to one and private group courses.
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom based course and from £590 Online.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office, your offices, or via online via Zoom or Teams.

How to Book

To book the 1 Day Advanced PowerPoint course, simply send us an email or give us a call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

I just wanted to take the time to let you know how much I and the team have enjoyed your training sessions.

Overall, the trainers we have met have all been really easy to get along with, they're dedicated, have our interests at heart and we would have no hesitation coming back to M Training, should we need you again in the future.

**Kayleigh
R52**

