

POWERPOINT LEVEL 2

Non-Credit Bearing

Elevate your presentations from good to outstanding

Unlock PowerPoint's advanced features to create dynamic, interactive, and highly engaging presentations. Building on fundamental skills, this course introduces powerful multimedia elements, streamlined integration with other Microsoft Office tools, and advanced presentation techniques.

Master these essential skills and turn your presentations into memorable experiences that clearly communicate your ideas and keep your audience captivated.

PRE-REQUISITE

Delegates must have completed:

- PowerPoint Level 1 **OR**
- The equivalent experience, including creating and formatting presentations, working with graphics, tables, and basic animations

WHO SHOULD ATTEND

- Professionals who regularly deliver detailed or advanced presentations
- Anyone aiming to enhance their presentation design and delivery skills
- Experienced PowerPoint users looking to leverage advanced features

HOW YOU WILL BENEFIT

- Create professional and interactive presentations using multimedia and animations
- Integrate seamlessly with other Microsoft Office applications
- Master advanced techniques to customise, deliver, and manage presentations
- Improve audience engagement through advanced presentation and delivery skills
- Save valuable time using advanced slide-master and template tools

One-day course 08:15am-16:00pm

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TOPIC	WHAT WE WILL COVER
Module 1: Building custom presentations	<ul style="list-style-type: none"> Using advanced Slide Master, Notes Master, and Handout Master tools Creating and applying custom masters for consistent design Modifying and saving templates and themes for efficiency
Module 2: Enriching your presentation with multimedia	<ul style="list-style-type: none"> Inserting and customising diagrams, pictures and illustrations Mastering animations and transitions to captivate your audience
Module 3: Integrating PowerPoint with Microsoft Office	<ul style="list-style-type: none"> Merging content from Word and other presentations Adding dynamic video and audio elements Embedding an Excel chart
Module 4: Organisation charts and tables	<ul style="list-style-type: none"> Working with SmartArt to create and edit sophisticated organisation charts Formatting & enhancing tables using advanced design tools
Module 5: Advanced presentation techniques	<ul style="list-style-type: none"> Creating engaging action buttons and custom slide shows Using slide sections to organise presentations clearly Sharing presentations via email
Module 6: Additional PowerPoint features	<ul style="list-style-type: none"> Managing headers and footers for professional consistency Utilising on-screen navigation tools effectively Annotating slides during presentations for interactive discussions Converting a slide show to a movie Customising the PowerPoint environment