



ZING365
Learning without limits

POWERPOINT ADVANCED

WHAT WE WILL COVER

- Using and creating design themes and templates
- Font formatting tools
- Adding external content and SmartArt
- Adding transitional and animation effects
- Working with master slides
- Drawing objects
- Running a slide show
- Slide show tools

SUMMARY

This course is designed for the experienced PowerPoint user that has already attended the Intermediate training.

PowerPoint Advanced will provide a workshop day with flexible content to cover particular areas of interest (such as SmartArt, video, photo editing)

PRE/POST WORK

- None

OBJECTIVES

By the end of this course you will;



Gain an understanding of SmartArt



Create uncluttered informative slides



Run a presentation in an effective manner



PART OF THE DWF GROUP