POWERPOINT
LEVEL: ADVANCED

FORMATION CAD

Duration: 1 day
Prerequisites:
- Knowledge of the Windows environment
- Have taken the Beginner PowerPoint course or have equivalent knowledge
- Have access to a computer and Microsoft PowerPoint (versions 2013, 2016 or OFFICE 365)
Attestation: yes

Learning tools:
- Distance learning
- Demonstrations
- Training material included
Skills acquired at the end of the training:
- Mastering the graphic and multimedia tools of PowerPoint
- Understand the notion of the master in slides.
- Create a template and work more efficiently by adding more slides

PROGRAM

Themes

- Choose, edit and create a theme
- Save and import from another presentation
- Colors, fonts, effects, and background

Comments

- Insert a comment
- Print comments

Masters

- Understand the importance of the slide master
- Add text boxes to a slide master
- Handout master and comment page
- Edit a master or multiple masters in the presentation

Hyperlink

- Link text, an image or a shape to another slide
- Use action buttons

SmartArt

- Convert a slide to SmartArt or convert to text or shape
- Promote and lower

Header and footer

- Slides
- Document

Import

- Table, chart with link
- Reuse slides from another file

POWERPOINT
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Video, sounds and images

- Insert a video, sound or picture
- When to start or stop video or sound

Slideshow - transition - animation

- Timing and animation pane
- Hide slides
- Annotation (pen and pointer)
- Custom slideshow
- Presenter view

Saving

- Different saving type for more efficient sharing

Outline view

- Work from a Word document

QUESTIONS AND ANSWERS