

# PowerPoint Advanced (full day)

## Level 3.0

### Course outline

**PowerPoint Advanced (full day)** is an ideal course for people who have Intermediate level skills in PowerPoint and wish to become expert users and create exceptional quality presentations.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Adding tags and other properties to the file
- Adding narration and timing to a presentation
- Advanced text / object animations
- Creating customisable presentations
- Repeating common tasks with macros
- Advanced layout and animation design
- Broadcasting presentation over the internet
- Creating interactive action buttons
- Turning on and using the “Presenter view”
- Comparing presentations
- Editing shapes
- Creating new layouts

and much more including our T7 Tips and Tricks section.

### Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *PowerPoint Intermediate* such as working with the master slide, adjusting slide layouts, using SmartArt, working with bullets and numbering, using placeholders and creating basic object / slide animations. If you are not familiar with these skills, you will need to attend and complete *PowerPoint Intermediate* prior to attending *PowerPoint Advanced*.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/PowerPoint](http://www.T7.net.au/PowerPoint)

### Further study

**Presenting PowerPoint** is a half-day course covering presentation skills and presentation structure.

# T7 Training Systems

For bookings or enquiries, contact:  
(02) 8003 5740 or [www.T7.net.au](http://www.T7.net.au)

Suite 104, 288 Wattle Street, Ultimo 2007  
GPO Box 2891, Sydney 2001

