Advanced PowerPoint Course

A 5 Star Rated course from the Training experts

mtraining

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

Classroom & Virtual Classroom 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 at your premises anywhere in the UK.

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

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and from £550 Online. Please email or call us with your preferred venue, number of delegates and any requests.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

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

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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 our 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

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

Google 5.0 ★★★★★

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 £590 for a one day classroom based course and from £550 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 as call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

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

**Anthony Convey
Hotter Footwear**

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

**Zee Amin
Astra Zeneca**