



Powerpoint - Level 3

Description

This course will enable you to create effective Powerpoint presentations that display content in a meaningful and professional way. By completing this course your presentations will be memorable and stand out from the crowd. You will learn how to work with the Outline View, Advanced Linked Graphics and Charts, run a custom show, Video and Sound plus many more features.

Skills Required

This Advanced course is only suitable for experienced users of Powerpoint who want to design more professional and slick presentations.

Units

- ◇ Preparation
- ◇ Images and Drawn Objects
- ◇ Charts
- ◇ Multimedia
- ◇ Slide Shows
- ◇ Linking
- ◇ Macros

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,
1 Castle Drive, Chester CH1 1SL**
www.cdsacademy.co.uk



Powerpoint Level 3 Course Content

Preparation

- Colour Schemes
- Background Effects
- Create a Template
- Use a Template
- Insert Text
- Reuse Slides

Images and Drawn Objects

- Drawing Objects
- Object Backgrounds
- Rotate or Flip Objects
- Select Objects
- Convert Pictures
- Background Graphics
- Arrange Objects
- Crop Images
- Edit Images
- Advanced Editing

Charts

- Combination Charts
- Edit Charts
- Animate Charts
- Create a Flowchart

Multimedia

- Insert Sounds
- Insert Movies
- Introduce Animation
- Animation Sequences

Slide Shows

- Action Buttons
- Edit an Action Button
- Custom Shows
- Run a Custom Show
- Apply Transitions
- Apply Timings
- Set Up a Slide Show

Linking

- Link Text
- Link to a Chart
- Link to a Worksheet Range
- Link an Image to a File
- Modify Linked Data
- Embed Objects
- Save a Slide as an Image

Macros

- Create a Macro
- Run a Macro
- Assign a Macro



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