

# POWERPOINT ADVANCED

## 1 DAY

### PREREQUISITE

Firsthand knowledge/ experience of PowerPoint necessary for the advanced topics offered in this course

### COURSE CONTENT

Upgrading one's PowerPoint knowledge to become better with PowerPoint is necessary in today's presentation world. Presenting data cannot be done the "old fashion" way. It must be engaging, it must capture the audience's attention, it must clearly define its purpose!

This course offers the student the ability to upgrade their PowerPoint skills, to become more confident as a presentation designer. Enhance the layout, easily summarize content, maps, charts and infographics using the advanced tools within PowerPoint.

### COURSE CONTENT

#### OVERVIEW POWERPOINT ADVANCE

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- Increase your PowerPoint Skills
- Let editing points be your friend
- How to merge and intersect shapes
- Ninja lines to your rescue – to create perfect alignments.
- Testing layouts with Rand function
- Working with the eyedropper off the slide
- Benefits of the Zoom inserts
- Benefits of the PowerPoint Designer
- Bring your slides to life with Morph transitions.

#### CUSTOMIZE THE POWERPOINT

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- Setting up the slide size
- Accessibility checker

#### DESIGNING INFOGRAPHICS

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- What are infographics?
- Customizing Infographic Templates
- Which infographic style to use?
- How to design infographics
- The Do's and Don'ts

#### CREATE INTERACTIVE INFOGRAPHICS/MAPS/CHARTS FROM SCRATCH

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- Using shapes and designs
- Adding icons, editing points
- Working with Merge Shape

## ADD SMART ART

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- Review of the SmartArt options
- Design with SmartArt graphic

## CORRECTLY SAVE YOUR INFOGRAPHIC TO USE IN ANOTHER MS APPLICATION

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- Insert your infographic into a Word document or in a Sway presentation.