

**Course: Advanced
Powerpoint
Duration: One day workshop**

Course covers the following topics:

- Slide Masters
- Slide Templates
- Adding Headers & Footers
- Embedding & Linking files
- Inserting Outline Files
- Inserting Video files
- Inserting Audio
- Editing Video
- Final output

**At completion of the course students
will be able to:**

Use Quick Styles
Slide Masters
Templates
Addng Headers & Footers
Linking Excel Spreadsheets & Charts
Inserting Outline files
Inserting Video & Audio files
Editing Video
Adding Effects to Videos
Trimming Audio
Learn how to resize file sizes
Advanced Animation
Tips & Techniques
Keyboard Shortcuts



We also offer courses in

Adobe

InDesign

Captivate

PhotoShop

Illustrator

All students receive:

An Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Free luncheon voucher
Unlimited Telephone Support
Additional onsite support at a cost
effective rate to suit specific

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