



4D Group

## Making the most of PowerPoint

### Who would benefit?

This course is for those with a good working knowledge of, and need to make the most of, all the more advanced facilities to enhance their presentations.

### Objective

To give participants practical use of the advanced features in PowerPoint allowing participants to make efficient use of the advanced topics.

### Content

- Discuss individual's needs.
- Revision.
- Enhance graphs and diagrams.
- Import data from spreadsheet applications to create charts.
- Enhance organisation charts.
- Advanced drawing features:
  - arranging, aligning, and setting object defaults
- Speaker notes
- Handouts and printing the outline.
- Use the Pack and Go facility.
- Create an interactive slideshow.
- Work with Slide Master.
- Customise presentation to company standard.
- Create, edit and save templates.

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by PowerPoint Introduction