



See more at [www.zandax.com/courses/powerpoint-advanced](http://www.zandax.com/courses/powerpoint-advanced)

Course information from ZandaX

## Microsoft PowerPoint 2013/2016 Advanced

**A premier Microsoft Powerpoint training course from ZandaX**

Course duration: 2 hours 20 minutes of highly focused content (Revisit, review and revise as often as you want)

### What you'll learn

- ✓ Managing PowerPoint Files
  - ★ Work with PowerPoint files using file optimisation and management tools
- ✓ Working with Pictures
  - ★ Import and edit images within your PowerPoint presentation
- ✓ Adding Multimedia to a Presentation
  - ★ Add and edit video and sound objects in your presentation
- ✓ Adding Tables Charts and Diagrams
  - ★ Use tables, charts and diagrams to display data in your presentation
- ✓ Setting up Slide Masters
  - ★ Create a set of slide masters, to maintain a consistent theme
- ✓ Reviewing Presentations
  - ★ Collaborate with colleagues, using revision and sharing tools
- ✓ Creating Advanced Types of Shows
  - ★ Use advanced tools and options to fine-tune your presentation

### What does our PowerPoint 2013/2016 Advanced course cover?

#### Look Professional as You Deliver Presentations

This course is for anyone who is able to create a basic presentation in PowerPoint, and wants to move to a level where their presentations will make a real impact on their audience.

When you are able to utilise what we teach you in the Advanced course, your presentations will move to a whole new level, enhancing your message - and your own professionalism.

Please note that the course assumes you have a full understanding of what's covered in the Introduction course.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?

### Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

## Who's this course for?

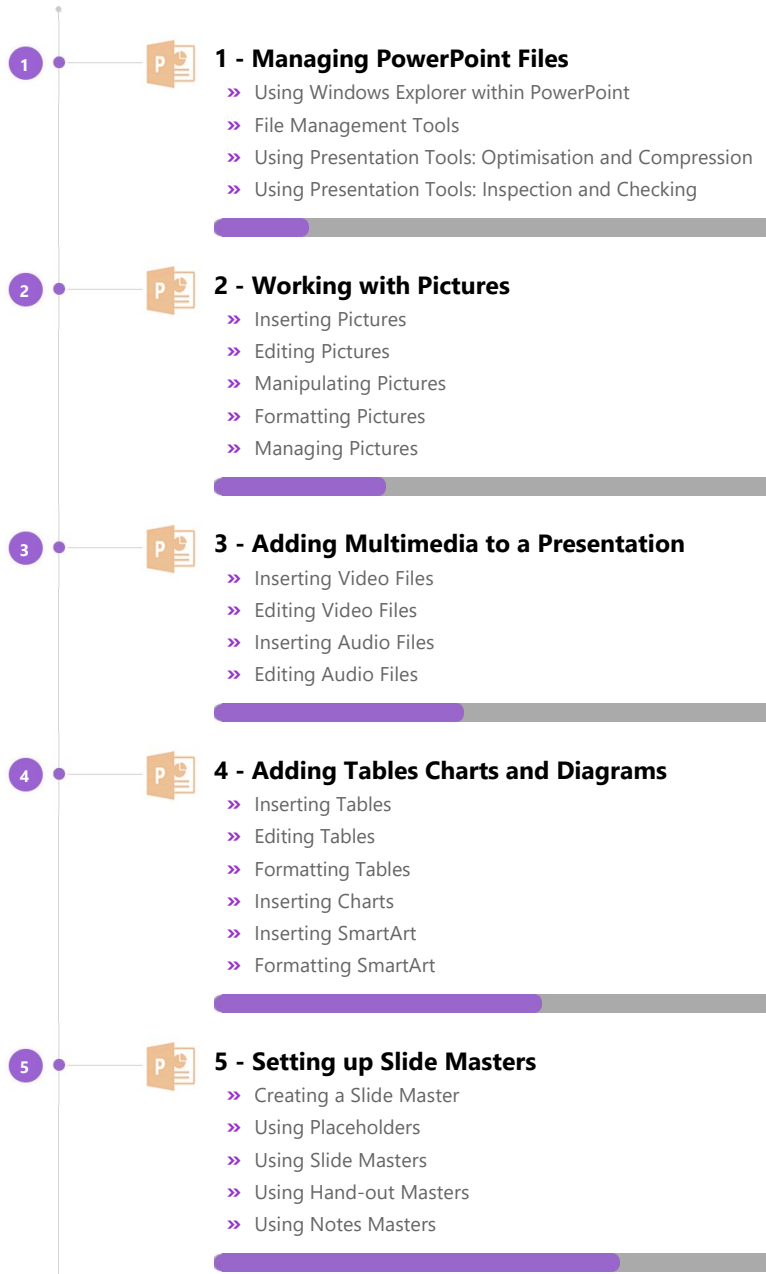
Users with a good understanding of Microsoft PowerPoint who want to expand their capabilities in a short space of time.





## CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

## Course content for Microsoft PowerPoint 2013/2016 Advanced



6		<b>6 - Reviewing Presentations</b> <ul style="list-style-type: none"> <li>&gt;&gt; Using Comments</li> <li>&gt;&gt; Reviewing a Presentation</li> </ul>
		
7		<b>7 - Creating Advanced Types of Shows</b> <ul style="list-style-type: none"> <li>&gt;&gt; Setting up Your Show</li> <li>&gt;&gt; Presenting Your Show</li> <li>&gt;&gt; Creating a Custom Show</li> <li>&gt;&gt; Advanced Presentation Techniques</li> </ul>
		

### And There's a Great Workbook...

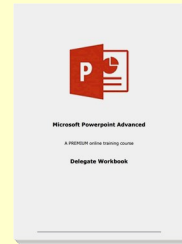
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



## More about the ZandaX Microsoft PowerPoint 2013/2016 Advanced course

### Supercharge Your Ability to Impress Your Audience

Our Advanced PowerPoint course gives you the skills and knowledge to take your presentations to the highest levels.

We show you how to utilise pictures and add multimedia, as well as using charts, tables and diagrams to create that WOW factor.

Then we show you how to set up, and customize, your presentation.

Microsoft PowerPoint is an incredibly powerful tool that use can use to make a real impact on your audience. So ask yourself: if you aren't able to use it to its fullest capacity, why are you holding back?

Watch the modules, revisit them time and again ... and have fun with improving your skills!

### Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

## View this course online

Visit our website at [www.zandax.com/courses/powerpoint-advanced](http://www.zandax.com/courses/powerpoint-advanced) to view the latest details, including related courses, prices and quantity discounts.

**Zandax**

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