

## Overview

### Unleash the power of PowerPoint: create professional presentations

Feeling limited by basic PowerPoint features? This advanced course empowers you to craft impactful, professional-looking presentations that engage your audience. Learn from the comfort of your office or using virtual software and your familiar equipment.

### Who should attend?

This course builds upon your existing PowerPoint knowledge. It's ideal for those who:

- Can create basic presentations with text and edits.
- Want to elevate their presentations to a professional level.

### Requirements

- Proficiency in Windows and using a mouse is required.
- Prior experience with PowerPoint, including creating basic presentations and editing text.

### What you'll achieve

**Master advanced design techniques:** Learn to create consistent, professional presentations that leave a lasting impression.

**Data visualisation mastery:** Confidently create impactful charts, diagrams, and graphs to communicate your message effectively.

**Animation expertise:** Discover how to use animations strategically to enhance your presentation's flow and engagement.

## What will you learn?

- **Effortlessly import**  
**Content:** Seamlessly integrate text from existing Word documents into your presentations.
- **Master slide design:** Make global changes and maintain brand consistency using Slide Masters and Layouts.
- **Craft a signature style:** Create custom themes to apply a standardised design across all your presentations.
- **Save time & maintain brand consistency:** Develop reusable design templates for faster formatting and brand-aligned presentations.
- **Data visualisation made easy:** Generate impactful charts directly from data entered in PowerPoint.
- **Leverage Excel expertise:** Seamlessly add charts from Excel, understanding the nuances of different paste options.
- **Tables that inform:** Create, edit, and format informative tables to enhance your data presentation.
- **Visualise your ideas:** Utilise SmartArt graphics to create impactful organisational charts, circular diagrams, and more.
- **Diagrams made simple:** Design professional diagrams using shapes, alignment, distribution, and grouping tools.
- **Animate with precision:** Customise animation effects with entrance, emphasis, exit, and custom path options to engage your audience.

- **Deliver confidently:** Become a presentation pro by mastering slide show delivery and utilising quick keys for seamless navigation.
- **Tailored delivery:** Explore custom show options and rehearse your presentations for impactful delivery.
- **Multimedia mastery:** Add audio and video elements to your slides for a richer presentation experience.



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)