

## Course Aims & Objectives

At the end of this course participants should be able to create visually appealing presentations which concentrate on graphics and animation. Participants will gain a thorough understanding of how graphics work and can be enhanced. They will learn how animation can be used in a professional manner which enhances the message rather than distracts from it.

## Who Should Attend?

Participants should be very familiar with the basic use of PowerPoint. They should be able to create simple presentations and be able to format slides and text. They should be able to perform basic editing of slides and be familiar with the different slide layouts. This course is not suitable for new users of PowerPoint. This course is specifically aimed at those who need to create visually appealing presentations for a major event, project or presentation and who wish to learn what PowerPoint has to offer in creating high-end graphics and animation.

## Course Outline

The course content will include the items listed below.

**Items not listed here are not covered on this course and are covered at a different level.**

- Diagrams
    - Replace boring bullet lists with interactive smart-art graphics.
  - Charts
    - Creating charts in PowerPoint and linking them to Excel, so that they update automatically.
    - Animate your charts to see columns rise or line charts sweep across the screen.
  - Video and Audio
    - Using video or audio.
    - Trimming video.
    - Looping video.
  - Animation
    - Use the animation pane and control timing and effects.
    - Animation painter.
    - Animation triggers.
- Created layered animation using several animations on the same object.
  - Hyperlinks
    - Create hyperlinks to bring a slide to another application.
    - Create hotspots and turn a screenshot into an interactive menu.
    - Use Action Buttons for navigation.
  - Master Slides
    - Learn what they are and how to use them.
    - Apply animation to Master Slides.
  - Colour and Design
    - Create and edit Themes.
    - Understand how colours work together or against each other.
    - Use your own custom colours.