



Microsoft PowerPoint Advanced

Overview

The focus shifts from how PowerPoint works to how to make it work harder for you—building polished, consistent, and engaging presentations at speed. You'll explore advanced slide control, smarter use of masters and layouts, sophisticated animation and transition techniques, and productivity features that support professional-quality storytelling.

Target Audience

This course is designed for confident users who already work comfortably with themes, layouts, images, charts, and basic animations and want to take them to the next level. It is ideal for professionals who need to produce polished, consistent, and engaging presentations—such as trainers, managers, consultants, marketers, and project leads—who now want to explore advanced features to save time and improve impact.

Applying Transition and Animation Effects

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying an Animation Effect
- Modifying Animation Effects
- Copying Animation Effects
- Previewing a Transition or Animation Effect
- Applying Transition and Animation Effects Review

Working with Multimedia

- Screen Recording
- Inserting Audio
- Recording Audio Comments on a Slide
- Inserting Video from a File
- Inserting Video from the Web
- Editing Media Playback
- Using Action Buttons
- Inserting and Using Bookmarks
- Turn your presentation into a Video
- Insert your live camera feed Cameo
- Compressing Media

Use Zoom to bring your presentation to life

- Summary Zoom
- Section Zoom
- Slide Zoom



Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Rehearse with Coach
- Adding Comments to a Slide
- Hiding a Slide
- Recording a Presentation
- Marking a Presentation as Final

Delivering a Presentation

- Delivering a Presentation
- Using the Laser Pointer, Pen, and Making Annotations
- Creating a Presentation that Runs by Itself
- Using Presenter View
- Creating a Custom Show
- Present in Microsoft Teams