



# Eat the Elephant

## 'Helping people achieve the objective'

### Essential Management Development skills

## Microsoft PowerPoint - Advanced

### Who is it for ?

This course has been designed for advanced users of Microsoft PowerPoint. The course covers the advanced functionality of PowerPoint such that delegates feel confident in using advanced animation and tools.

### What is it about and what will it do ?

Develop advanced skills in Microsoft PowerPoint application

### Typical Objectives

Development of advanced skilling / knowledge relative to Microsoft PowerPoint application

### Indicative Outline Content

- Further slide layouts
- Importing from other applications
- Presentation and review
- Advanced graphics
- Advanced charting
- Slidemaster
- Templates and presentation design

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