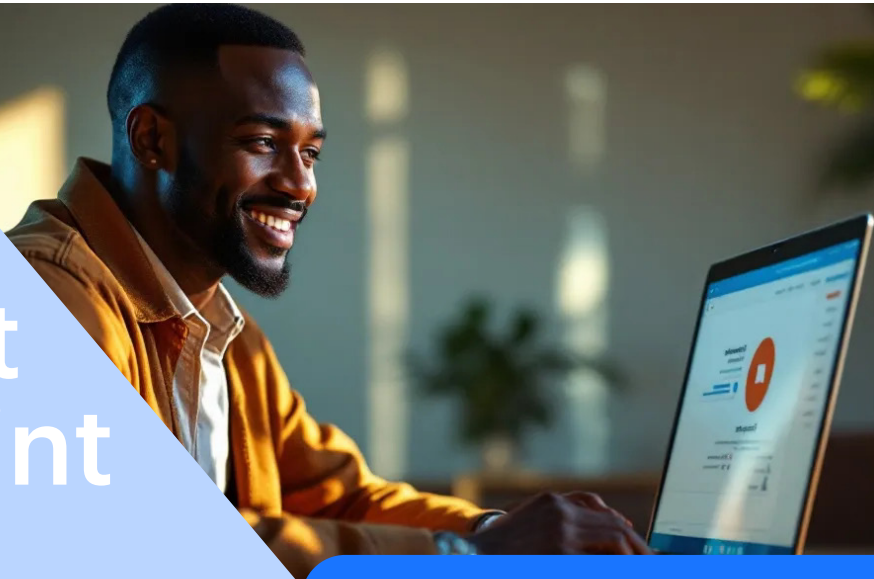




Microsoft PowerPoint

for Mac Training: Beginners to Intermediate

For people who have a basic understanding of the macOS.



Duration: 4 hours

Price: R1 550 inc VAT



Overview:

Available to all Mac users, Microsoft PowerPoint is the classic presentation tool that has long replaced overhead projectors. The latest version, available across Mac and iOS devices, makes it easy to create, collaborate on, and share professional, media-rich presentations with ease.



Understanding the user-interface:

- Toolbar, menu-bars & buttons layout
- Functionality of the ribbon
- Setting preferences (Tips)



Slides handling:

- Adding slides from master
- Grouping & hiding slides



Working with themes:

- Opening & changing to a specific theme
- Customise theme
- Saving theme options
- Using master slides to use multiple themes



Files management:

- Creating/saving/opening files
- Setting file properties
- Creating & managing templates



Working with text:

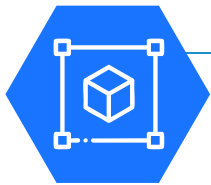
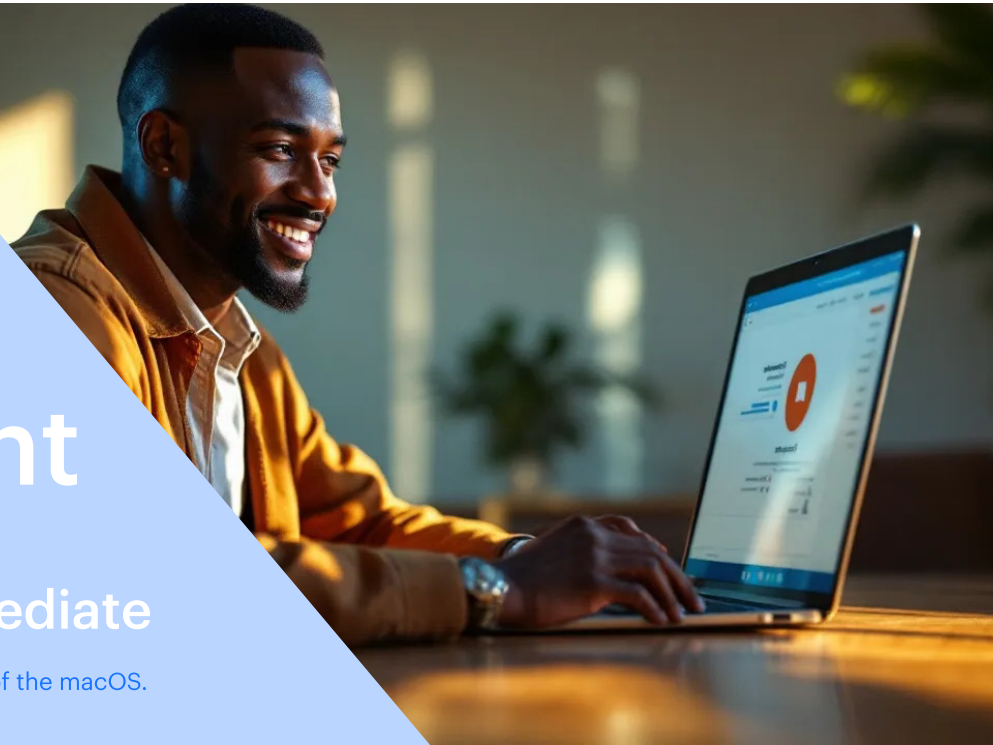
- Adding & formatting Text
- Change character direction
- Changing spacing and indentation



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Working with objects:

- Working with shapes
- Working with tables & charts
- Using hyperlinks with objects



Working with media:

- Inserting photos / movies / music
- Editing features



Animations and transitions:

- Adding a transition to slide
- Adding animations
- Editing animations, workflow and durations



Play options on presentation:

- Applying presenter notes & screen setup
- Customizing presenter display



Exporting presentations:

- Export options
- Movie exporting features

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