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for training...

Microsoft Office PowerPoint for Mac

Available for all Mac users, PowerPoint is the age-old presentation software that thankfully replaced overhead projectors. The latest available software from Microsoft for all Mac and iOS devices makes it easy to create, collaborate and share professional media rich presentations.

Prerequisite: A basic understanding of the macOS
Duration: 4 Hours
R1550.00 incl. vat

Understanding the user-interface
- Toolbar, menu-bars and buttons layou
- Functionality of the ribbon
- Setting preferences (Tips)

Slides handling
- Adding slides from master
- Grouping & hiding slides

Working with themes
- Opening and changing to a specific theme
- Customize 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

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 and screen setup
- Customizing presenter display

Exporting presentation
- Export options
- Movie exporting features

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