

## Course syllabus

### CATEGORY

MS Office courses

### TRAINING FORMAT

In Bratislava or online  
with a lecturer

### PRICE EXCL. VAT

**130,00 €**

### PRICE INCL. VAT

**159,90 €**

including 23 % VAT

# PowerPoint 2 - Advanced

Clear overview of course topics, training scope and key information.

The Advanced PowerPoint course is intended for everyone who needs to deepen their knowledge of working in PowerPoint, learn to create visually attractive, professional and interactive presentations with emphasis on efficiency and design.

### COURSE CONTENT

01

#### Quick Review of Basics

Interface and new functions  
Slide types and layouts  
Most common mistakes in presentations

02

#### Working with Layout and Design

Rules of visual communication (contrast, colors, typography)  
Use of themes and custom templates  
Working with Slide Master  
Design consistency across the presentation

03

#### Advanced Object Formatting

Aligning, layers and object groups  
Precise work with shapes and icons  
Working with images (cropping, effects, background removal)  
Using SmartArt and editing it

04

#### Data Visualization

Advanced work with charts  
Connection with Excel  
Infographics directly in PowerPoint  
Simplifying data for the audience

05

## Animations and Transitions (Advanced)

Types of animations and their combination  
Setting timing and sequences  
Using Morph transition  
Creating dynamic presentations

06

## Interactivity in a Presentation

Hyperlinks and action buttons  
Navigation menu in a presentation  
Creating "clickable" presentations (e.g. training, kiosks)

07

## Multimedia and Advanced Elements

Inserting video and audio  
Recording a presentation (voice + screen)  
Export to video  
Working with captions and timing

08

## Storytelling and Presenting

Presentation structure (introduction-core-conclusion)  
How to engage the audience  
The "less is more" rule  
Working with presenter notes

09

## Efficiency and Tips for Advanced Users

Keyboard shortcuts  
Duplicating and working with content  
Quick formatting  
Automation and templates

10

## Practical Exercise

Creating your own presentation  
Assignment: professional slide deck (e.g. product / project)  
Feedback and recommendations

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at [Macrosoft.sk](https://www.macrosoft.sk).

<https://www.macrosoft.sk/en/courses/powerpoint-2-advanced>