

# Microsoft PowerPoint 2013 Advanced

**Course Code:** VTLOKPAX3

**Duration:** 1 Day (7 Hours)

**SkillsConnect SDF Approved Course**

Eligible for: SkillsFuture Credit  
SDF Grant ■ PIC Scheme



## Course Brief

A 1-day hands-on follow on course designed to equip experienced users with the know-how to deliver variations of the same presentation to different audiences. Participants will be taught that this can be done without having the need to create separate presentation files.

This course will help you make your presentation more appealing with the use of visual elements (such as adding animations) and web elements (such as a "live" web page). You can now insert online audio & video directly and edit them directly in PowerPoint 2013! This course is designed with relevant hands-on exercises to key commands taught.

## Course Outline Highlights

### WORKING WITH CUSTOM SHOWS

- Create a Custom Show
- Edit a Custom Show
- Renaming a Custom Show
- Removing a Custom Show
- Execute a Custom Show

### WORKING WITH ACTION BUTTONS

- Insert an Action Button
- Edit an Action Button
- Delete an Action Button
- Assign a Custom Show to an Action Button
- Assign a Hyperlink to a Presentation or Other File on an Action Button
- Apply Action Setting to Objects
- Limit User to Clicking Only Action Buttons

### WORKING WITH TABLES

- Insert a Table from the Insert Menu
- Insert a Table from the Slide Layout
- Edit a Table
- Import a Table from a Word Document

### WORKING WITH CHARTS

- Insert a Chart from the Slide Layout
- Insert a Chart from the Insert Menu
- Edit a Chart
- Delete a Chart
- Import Excel Data and Charts

### WORKING WITH ORGANISATION CHARTS

- Insert an Organisation Chart
- Edit an Organisation Chart
- Delete an Organisation Chart

### APPLYING ANIMATIONS

- Apply Animation to an Object
- Apply Multiple Animations to an Object
- View a List of Animations Applied on an Object
- Set Effect Options

- Animate the Chart as a Whole Object
- Animate the Chart or Organisation Chart by Parts

### INSERTING AUDIO AND VIDEO CLIPS

- Insert Audio as an Object
- Include Background Music
- Insert an Online Audio
- Insert a Video Clip
- Set a Movie to Play Across Multiple Slides
- Switch from When Clicked To Automatic
- Insert an Online Video
- Trim a Video
- Use Bookmarks on an Audio or Video Clip

### INCLUDING WEB ELEMENTS

- Quicktime and Flash Videos
- Install the Add-In For YouTube
- Embed a YouTube Video
- Install the Add-In For Live Web
- Embed a Live Web Page
- Embed a PDF File
- Set Up the Developer Tab
- Add a Flash Object

## This Course Is For

Learners who have attended out Microsoft PowerPoint 2013 Basic to Intermediate module or for those who are well versed in those topics covered in their syllabus.

Public Sector - Division 1, 2 & 3  
Private Sector - Applicable to All

## Course Fee

S\$200.00 before GST  
S\$214.00 after GST

## Related Courses

- Effective Presentation Skills with PRESENT! Model
- Speaking Your Way to the Top

## Four Ways to Register

- 1) By e-mail/Fax  
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

## Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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## For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.