



Powerpoint Integration Course

Overview

PowerPoint is a fantastic tool to be able to present a data report. What many people are not aware of though is that you can dynamically link your Excel Data to PowerPoint so that it automatically updates when your data changes! This course explores the various ways of achieving this, highlighting the pros and cons of each option as well as equipping users with the appropriate skills. In addition to this we will also look at the best practices of setting up a PowerPoint presentation, such as: Maximizing the use of the Master Slide, applying Themes, Animations and Slide Transitions, creating Organograms using SmartArt, as well as suggested methods of creating Repeat Reports.

Pre-requisites

To have attended or be familiar with the course content of our Excel Intermediate Course or score at least 25 on our free online Pre-Assessment. Be familiar with Excel Tables and Charts as well as a basic understanding of Pivot Tables and Pivot Charts.

Content Covered:



PowerPoint Overview:

A run through of the Menu Items and a focus on some of the key components that are required to create a PowerPoint Presentation, such as: Adding, Deleting and Moving Slides. Editing Slide Content, Inserting Graphics, Creating Animations and Slide Transitions.



Organograms:

Organograms are probably one of the key objects used to visualise Dataflows and Entity Relationships. In light of this we have a dedicated section on this topic and show you how simple Organograms are to create and edit using SmartArt. We also show you the manual method for creating them for those odd occasions where SmartArt doesn't offer the desired effect, or you simply want to express some of your own creative flair!

✓ **Master Slide:**

Introduction to the Master Slide to enable one to set global formats for the entire presentation instead of having to change the format of each slide. Understanding the difference between the Overall and Individual Layout Slide Masters and introducing the concepts of themes to enable one to save and re-apply formats to other presentations.

✓ **Tips, Tricks & Shortcuts:**

Introducing a host of keyboard shortcuts as well as neat ways to resize and align objects and match new content to existing colours.

✓ **Do's and Don'ts of Presentations:**

Some basic rules of thumb when it comes to creating impactful presentations, such as: Text and Background contrasts, Slide Content, Animations and Transitions.

✓ **Inserting Tables:**

Introducing the numerous ways to insert a table into PowerPoint. Namely: As an Image, Editable table, an Embedded Excel Table or a Linked Excel Table. Each have their Pros and Cons, and these will be highlighted and discussed to enable one to choose the appropriate method going forward.

✓ **Inserting Graphs:**

Similar to that of tables above but there is a huge difference between the default copy and paste of Tables and Graphs which needs to be grasped. We also look at way to best Animate your Graphs for maximum impact.

✓ **Repeat Reports:**

There are some neat Tricks and Best Practices when it comes to using generic Presentations and Excel Spreadsheets to update Data and create Repeat reports. All will be revealed on how to do this in this section.