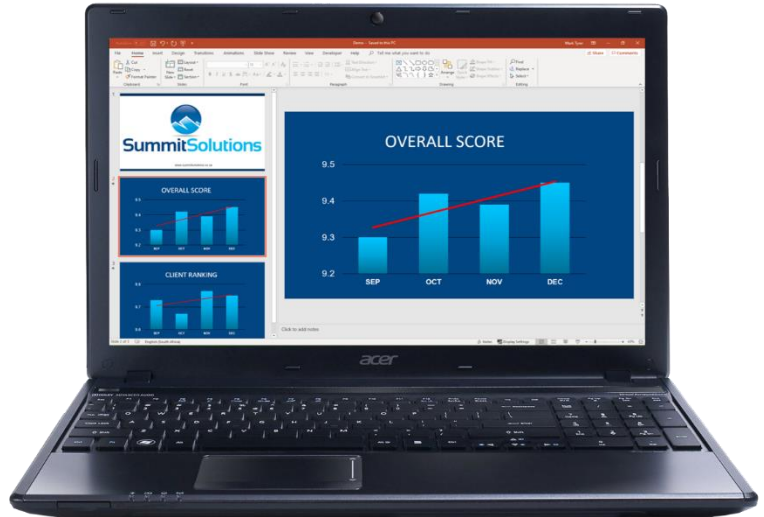




PowerPoint Integration Course

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 that 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 overall Do's and Don'ts of Presentations to ensure a professional look and feel throughout.



Pre-requisites: To have attended or be familiar with the course content of our Excel Intermediate Course, especially the section on Graphs.

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.
- **Do's and Don'ts of Presentations** –Text and Background contrasts, Slide Content, Animations and Transitions.
- **Slide Consistency** – Using Themes and changing Master Slide Settings.
- **Inserting Tables and Charts into your Presentation. The key differences between:**
 - Copy and Paste
 - Linking to an Excel Spreadsheet
 - Embedding an Excel Spreadsheet
- **Graph Animations** – Tips and Tricks on how to best Animate your graphs to have maximum effect.
- **Saving PowerPoint** – Best practices on how to save your PowerPoint Presentation to ensure that embedded and linked objects remain linked and update when required.