

**Course Description:** Learn to use more advanced features of Microsoft PowerPoint to add more life to your slide shows. Create design templates, use custom animations, and design Master Slides to assist you with your presentations

***Module 1 – Creating a Presentation from Scratch***

- The Project
- Using Slide Masters
- Date and Page Numbers
- Headers and Footers
- Choosing Bullets
- Color Schemes
- Setting Slide Backgrounds
- Inserting a Watermark

***Module 2 – Objects and Animation***

- Creating Charts
- Modifying Chart Data
- Changing the Chart Type
- Formatting the Chart
- Adding SmartArt Graphics
- Inserting Sounds
- Adding Narration
- Adding Movies
- Customizing Sound and Movie Objects
- Animations and Transitions
- Automating the Presentation

***Module 3 – Customizing Presentations***

- Hyperlinks
- Using Action Buttons
- Hiding Slides
- Custom Shows
- Combining Slideshows
- Slide Show Options

***Module 4 – Working with Other Programs***

- Importing from Microsoft Word
- Importing from Microsoft Excel
- Saving Presentations in PDF Format

***Module 5 – Appendix***

- Packaging a Presentation to CD
- Showing the Presentation