

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 presentations. Add Audio & Video files, set timings & transitions, add charts, tables, and other objects. Creating hyperlinks, actions button, and reuse slides from other presentations.

Module 1: Creating Presentations from Scratch

- Using Slide Masters
- Date and Page Numbers
- Headers and Footers
- Choosing Bullets
- Color Schemes
- Using the Eyedropper for Color Matching
- Creating Slide Backgrounds
- Inserting a Watermark
- Setting Master-Level Alignment Guides
- Creating a New Theme
- Saving the Slide Master as a Template

Module 2: Adding Charts and other Objects

- Creating Charts
- Modifying Chart Data
- Changing the Chart Type
- Formatting the Chart
- Copying Charts from Excel
- Inserting a Table
- Adding SmartArt Graphics
- Creating Custom Shapes
- Using the Selection Pane

Module 3: Audio, Video, Transitions, & Animations

- Inserting Sounds
- Adding Narration
- Adding Video
- Inserting a Screen Recording
- Customizing Sound and Video Objects
- Trimming Audio & Videos
- Animations and Transitions
- Using the Animation Painter
- Controlling Animation Timing
- Creating Motion Paths
- Automating the Presentation with Timings

Module 4: Customizing Presentations

- Adding Hyperlinks & Action Buttons
- Hiding Slides
- Defining Custom Shows
- Combining Slideshows
- Setting Slide Show Options

Module 5: Appendix

- Packaging a Presentation to CD
- Showing the Presentation
- Saving Presentations in PDF Format
- Importing from Microsoft Word