



Microsoft PowerPoint 1 day Advanced Course

Aim of the course:

To provide existing users with advanced skills that enhance a presentation by exploring additional elements such as interactive hyperlinking and animation effects.

Topics Covered

Working with Templates

Exploring existing templates
Creating your own template
Working with design templates

Using the Outline View

Creating a presentation by the outline view option
Moving slide order
Creating a summary slide

PowerPoint & MS Office

Inserting and enhancing Office Objects
Creating Slides from a Word Outline
Sending Slides to Word

Graphics & Sounds

Adding other files such as graphics and movies
Attaching sounds to slides and objects

Working With the Slide Master

Changing text and bullets in the Slide Master
Inserting & Removing Slide Master objects
Adding a footer

Creating Interactive Options

Creating Hyperlinks with text
Creating Hyperlinks with graphics
Creating Hyperlinks with Action Buttons

Advanced Slide Show Options

Adding and rehearsing manual timings
Creating custom slide shows
Using the Meeting Minder
Creating a list of Action Items

Keyboard and Windows experience is necessary for students attending this course plus knowledge of PowerPoint to Intro level.

