

Microsoft PowerPoint Advanced

OBJECTIVES

Enhance presentations by using features that will transform it into a powerful means of communication. Customize the PowerPoint interface to suit requirements and use features to create dynamic and visually appealing presentations. Finalize a presentation and secure it to authenticate its validity.

Duration: 1 Day

1. CUSTOMISING POWERPOINT

- Application settings
- Custom themes
- Customise PowerPoint Settings
- Tab Settings
- Create Custom Backgrounds
- Customise the Slide Colour Scheme

2. TEMPLATES

- Work with the Slide Master
- Work with the Title Master
- Masters and Design Templates
- Modify slides based on the Slide Master
- Creating Templates

3. SLIDE SHOW VIEW AND HYPERLINKS

- Create a Slide Show
- Set up hyperlinks
- Annotate Slides During a Slide Show
- Animation Effects; Rehearsing a Presentation
- Save as PowerPoint Show
- Pack and Go Wizard

4. POWERPOINT AND THE WEB

- Presentations on the Internet
- Publish a Presentation on the Web
- Set Up Hyperlinks
- Save a presentation as a web page
- Send a presentation via email

5. USING MULTIMEDIA

- Include Movie Clips in a Presentation
- Include Sound Clips in a Presentation
- Clip Art, Pictures, Sound, Video Locations
- Options for Movie and Sound Clips

6. POWERPOINT WITH OTHER PROGRAMS

- Object linking and Embedding
- Edit Linked and Embedded Objects
- Transfer Text into PowerPoint from Word
- Transfer PowerPoint Data to a Word Document
- Embed an Excel Worksheet in a slide
- Insert Slides from Other Presentations
- Save a File for Use in Another App