

Class Title: Microsoft PowerPoint Advanced

Duration: 1 Day

1. Working with Templates and Themes

- 1.1. Designing a Custom Theme
- 1.2. Creating a Custom Template

2. Using Masters to Format Presentations

- 2.1. Using the Slide Masters to Apply Global Formatting
- 2.2. Using the Layout Masters to Control Layout Formatting
- 2.3. Using the Notes Pages Master
- 2.4. Using Header and Footers

3. Working with Graphics and Multi-Media

- 3.1. Using Static and Animated Web Graphics
- 3.2. Using Scanned Images and Digital Photos
- 3.3. Compressing Images
- 3.4. Recoloring Art and Photos
- 3.5. Working with Sounds and Movies
- 3.6. Assigning Animation Effects
- 3.7. Changing Animation Order and Timing
- 3.8. Emphasizing Slide Elements
- 3.9. Setting a Motion Path for Animations

4. Integrating with Other Office Applications

- 4.1. Inserting Office Objects
- 4.2. Creating, Updating and Breaking Links
- 4.3. Adding Word Tables
- 4.4. Adding Excel Spreadsheets
- 4.5. Creating Slides from Word Outlines
- 4.6. Sending Slides to Word to Print Handouts

5. Building Interactive Presentations

- 5.1. Hyperlinking to Slides
- 5.2. Hyperlinking to Other Presentations
- 5.3. Hyperlinking to Other File Types
- 5.4. Creating Action Buttons and Interactive Objects
- 5.5. Using the Web Toolbar
- 5.6. Creating Custom Shows

6. Collaboration with PowerPoint

- 6.1. Using Password Protection
- 6.2. Using Comments
- 6.3. Merging Files
- 6.4. Using Change Tracking
- 6.5. Reviewing Changes