Course Content

Course Description:
In this class you will learn how to create and format slide masters, add and use data from Word, add text, pictures, notes and objects, as well as create and edit links. In addition, you will add multimedia elements and live web, create, format, and modify charts and diagrams, create custom slide shows, and learn how to package presentations. Finally, you will learn how to customize the PowerPoint environment as well as create custom colors and backgrounds.

Prerequisites:
PowerPoint Level 1 or equivalent knowledge.

Topics:

Module 1: Slide Masters
- Slide Masters Overview
- Creating Slide Masters
- Formatting the Slide Master
- Creating a Custom Layout Slide
- Saving the Slide Master as a Theme
- Creating Note and Handout Masters

Module 2: Getting Data from Word
- The Send to PowerPoint Button to Word
- Using Styles in Word

Module 3: Adding Content
- Adding Text & Images
- Adding Notes
- Using & Embedding Objects
- Editing Linked Objects

Module 4: Creating and Editing Links
- Creating Hyperlinks
- Editing Hyperlinks
- Action Buttons

Module 5: Adding Media to Presentations
- Adding Multimedia Elements
- Adding Animation Effects

Module 6: Advanced Charts and Diagrams
- Chart Review
- Entering Data into a Worksheet
- Editing Chart Data
- Modify a Chart
- Modifying the Chart Layout
- The Axes Group
- Formatting a Chart Objects
- Enhancing a Chart
- Adding Charts from Excel
- Inserting a Diagram
- Formatting a Diagram

Module 7: Creating Custom Slide Shows & Packaging Presentations
- Creating a Custom Slide Show
- Packaging Presentations

Module 8: Customizing the PowerPoint Environment
- Personalize the PowerPoint Interface
- Personalize the Quick Access Toolbar
- Customizing the Ribbon

Appendix A: Presentation Development

Appendix B: Custom Colors and Backgrounds
- Creating Custom Colors & Background Size
- Changing the Shape of an Image
- Saving Your Background