

# PowerPoint Advanced (1 Day)

## Overview

This Advanced Microsoft PowerPoint training class is for PowerPoint users who want to build upon their basic skills. Students will use advanced techniques such as working with Masters and Special Effects within their presentations.

**Target Audience:** Students who have basic skills with Microsoft PowerPoint who want to learn advanced-level skills.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

## Goals

- Create customized presentations with templates.
- Add special effects.
- Use the slide, notes, and handout masters.
- Create, edit, and import charts.
- Manage hyperlinks.
- Create custom shows.
- Secure and share presentations.

## Course Outline

### Customizing Presentations

- Applying a Theme
  - Previewing and Selecting a Theme
  - Customizing a Theme
  - Saving a Custom Theme
  - Setting a Default Theme
- Applying a Background Style
- Apply a Built-in Background Style
  - Modify Slide Backgrounds
  - Create and Apply a Background Style
- Adding a Footer
- Controlling Page Numbers
  - Arranging and Printing Sections
- Using Sections
  - Removing Sections
  - Printing Sections

### Presentation Masters

- Working with the Slide Master
- Slide Layouts
  - Create a Slide Layout
  - Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

## **Working with Special Effects**

- Animating Text and Objects
- Motion Paths
- Morph Transition
  - Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart
- Zoom for PowerPoint

## **Using SmartArt**

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Resize a SmartArt Shape
  - Reverse Direction
  - Resize a SmartArt Graphic
  - Reposition a SmartArt Graphic
- Inserting Text into a SmartArt Object
- Creating SmartArt from a List
  - Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

## **Multimedia**

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Inserting a Sound File
- Inserting a Video File
- Adjusting Media Window Size
- Inserting a YouTube Video
- Editing Media Clips
- Editing an Audio Clip
  - Editing a Video Clip
  - Link to External Media

## **Setting up the Slide Show**

- Setting up a Custom Show
- Configuring Slide Show Resolution
  - Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide Show
- Setting Up a Slide Show to Repeat Automatically

## **Outlines and Slides**

- Exporting Notes and Handouts to Word
- Setting Handout Print Options
  - Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic

## **Managing Multiple Presentations**

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint
- Discarding Changes from Specific Users
  - Managing Comments

## **Sharing and Securing a Presentation**

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Removing Presentation Metadata
  - Using Comments
- Checking for Accessibility Issues
  - Checking for Compatibility Issues
  - Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Compressing Pictures
- Sending a Presentation in PDF Format