

Advanced PowerPoint

COURSE DESCRIPTION

This hands-on course focuses upon advanced features of Microsoft PowerPoint. Topics covered in the course include creating, editing, saving, sharing, and printing PowerPoint presentations.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Add sections to presentations
2. Use advanced Slides features
3. View and customize Slide Masters and themes
4. Insert and modify images
5. Use Picture Tools
6. Use and modify illustrations and symbols
7. Add advanced animations and transitions to a presentation
8. Insert and use audio and video files in presentations
9. Export presentations

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Using Sections

- Adding sections
- Removing sections
- Renaming sections
- Collapsing and expanding sections

Using Advanced Slides Features

- Duplicating selected slides
- Reusing slides from another presentation
- Changing slide layouts
- Inserting slides from a Word outline

Working with the Slide Masters and Themes

- Viewing Slide Masters
- Customizing Slide Master backgrounds
- Inserting and editing Slide Masters
- Selecting and editing themes
- Inserting placeholders
- Customizing slide size

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Advanced PowerPoint

Inserting and Modifying Images

- Inserting images stored on a computer hard drive, USB thumb drive, or smartphone
- Inserting online images
- Inserting screenshots or screen clippings
- Inserting photo albums

Using Picture Tools

- Removing image backgrounds
- Adjusting images
 - Sharpening/softening
 - Brightness/contrast
 - Color
 - Transparency
- Adding artistic effects
- Using Picture Styles
 - Selecting frame styles
- Adding Alt text
- Arranging images
 - Aligning images
 - Bringing an image forward
 - Sending an image backward
- Cropping images
- Changing the height and width of images

Using and Modifying Illustrations and Symbols

- Inserting, modifying, and deleting shapes
- Inserting, modifying, and deleting icons
- Inserting, modifying, and deleting 3D models
- Inserting, modifying, and deleting SmartArt
- Inserting, modifying, and deleting tables and charts from Microsoft Excel and Word
- Inserting symbols and equations

Adding Advanced Transitions and Animations

- Exploring and using advanced Action Settings
 - Using *Hyperlink to*
 - Running a program or macro
 - Running object actions
 - Playing sounds
- Adding and editing advanced animations
 - Entrance and exit effects
 - Emphasis effects
 - Motion paths
- Reordering animations

Inserting and Using Audio and Video Files in Presentations

- Understanding the differences between linking and embedding/inserting audio and video files
- Inserting or linking to video files
- Inserting or linking to audio files
- Inserting screen recordings
- Recording and editing audio
- Recording PowerPoint presentations

Exporting PowerPoint Presentations

- Creating videos from PowerPoint presentations
- Creating PDF/XPS versions of presentations
- Creating handouts in Word
- Presenting slide shows online