

PowerPoint: Module II

This instructor-led course takes the beginner through the advanced features of PowerPoint. You will be introduced to PowerPoint features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 6 hours

What's in PowerPoint Module II?

You will be introduced to the advanced features of PowerPoint by working with slide outlines, templates, and multimedia elements. You will also create charts, tables, and organizational charts; customize PowerPoint; link slides; prepare presentations; and save presentations in other formats.

Why do I need PowerPoint Module II?

Provides students with an overview of advanced PowerPoint features.
Provides hands-on experience using PowerPoint.

Course Outline**Lesson 1:** *Reviewing the Basics***Lesson 2:** *Working with Slide Outlines*

- ✓ Creating Slides from Outlines
- ✓ Rearranging Slides Using Outlines

Lesson 3: *Creating Charts and Tables*

- ✓ Creating Charts
- ✓ Customizing Charts
- ✓ Animating Chart Elements
- ✓ Creating Tables
- ✓ Modifying Tables
- ✓ Applying Diagonal Borders to a Table

Lesson 4: *Creating Organization Charts*

- ✓ Adding Organization Charts
- ✓ Customizing Organization Charts

Lesson 5: *Adding Multimedia Elements*

- ✓ Inserting Sounds
- ✓ Inserting Motion Clips
- ✓ Inserting Scanned Images
- ✓ Customizing Multimedia Elements

Lesson 6: *Working with Templates*

- ✓ Modifying Slide Masters
- ✓ Applying Design Templates
- ✓ Creating Design Templates
- ✓ Creating Presentations from content Templates

Lesson 7: *Adding Customizations*

- ✓ Creating Custom Toolbars
- ✓ Creating and Modifying Color Schemes
- ✓ Creating Custom Slide Shows

Lesson 8: *Linking Slides*

- ✓ Inserting Hyperlinks
- ✓ Using Action Settings
- ✓ Inserting Action Buttons
- ✓ Creating Agenda Slides

Lesson 9: *Preparing Presentations*

- ✓ Preparing Speaker Notes
- ✓ Using the Meeting Minder
- ✓ Changing Show Types

Lesson 10: *Saving Presentations in Other Formats*

- ✓ Saving Presentations for Overheads and 35mm Slides
- ✓ Saving Presentations for the World Wide Web
- ✓ Saving Presentations for Automatic Launch
- ✓ Preparing a Presentation for Broadcast on an Intranet
- ✓ Preparing a Presentation for Other Computers