

PowerPoint Intermediate to Advanced – Sample Outline

Duration: One Day

This course is for you if you can confidently create slides with text, images and charts and now want to develop skills to create more innovative and interactive slide shows.

What will be covered?

- ✓ Introducing text and objects one at a time
- ✓ Working with audio and video
- ✓ Building interactivity between other slides and other files
- ✓ Running a slide show confidently

Features covered

Templates & Advanced Slide Master

- Review of the essentials
- Working with multiple masters
- Preserving a master
- Creating a template
- Working with themes
- Hiding background graphics on specific slides
- Reusing slides from other presentations

Animation

- Animating bullet points
- Animating images and drawn objects
- Animating charts and smart art

Audio & Video

- Inserting audio clips
- Inserting video
- Setting audio and video to play at set times
- Setting actions to occur at set points of a video or audio clip
- Recording audio
- Recording the slide show

Interactivity

- Inserting hyperlinks
- Working with action buttons to link to other slides and other files
- Adding a summary slide and zoom effects

Slide Transitions

- Applying slide transition effects

Slide Shows

- Saving a presentation as a slide show
- Techniques for running the slide show
- Building custom shows
- Creating a looping slide within a presentation
- Presenter view
- Slide show options