

## Course Overview

In this 1-day course, you will learn how to enhance presentation delivery and audience experience by using advanced PowerPoint features. Differentiate your presentations by selecting and modifying a color scheme, creating custom colors and using text objects and autoshapes. You will also learn how to deliver complex content using custom clip art, photographs, advanced drawing and animation techniques plus sound and video. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks and action buttons.

## Courses in the Microsoft PowerPoint Series

PowerPoint Level 1  
- 1 day -

PowerPoint Level 2  
- 1 day -

PowerPoint Level 3  
- 1 day -

## Course Preparation

Prerequisite Course: *Microsoft PowerPoint - Level 1* or equivalent experience. You should be familiar with the procedures of creating and editing slides in PowerPoint, including the incorporation of text, charts, objects and clip art. You should also have a familiarity with creating and running a slide show.

## Course Topics

### Design Templates

- Working with the Slide Master
- Creating a Background
- Inserting a Logo
- Modifying Slide Master Fonts
- Modifying Bullets
- Applying Animation Schemes
- Saving a Design Template
- Using a Design Template
- Applying and Modifying a Color Scheme

### Inserting Objects

- Creating a Table
- Inserting Organization Charts
- Modifying Organization Charts
- Inserting Slides from Another Presentation

### Advanced Drawing Features

- Using the Align and Distribute Commands
- Using Grids
- Copying Formats with Format Painter
- Shadow Style
- 3-D Style
- Changing AutoShapes
- Creating Custom Colors
- Photographs as Slide Backgrounds

### Animation and Multimedia

- Custom Animation
- Animating a Sequence
- Simple Timed Animation
- Complex Animation
- Adding Sound to an Animation
- Creating Motion
- Inserting Videos
- Free Running Presentations
- Playing Audio CDs
- Recording Narration

### Creating Hyperlinks

- Creating Action Buttons
- Branching to other Content
- Hyperlinks to PowerPoint
- Hyperlinks to other Applications
- Hyperlinks to the Web
- Editing Hyperlinks

### Taking your Presentation on the Road

- Hiding Slides
- Rehearse Timings
- Removing Timings
- Package for CD (PowerPoint 2003)
- Pack and Go (PowerPoint 2002)

Rev 5/5/07