



MICROSOFT POWERPOINT – ADVANCED

A One Day Course Covers:

1. Customising Powerpoint

- Customising Toolbars
- Customising PowerPoint Settings
- Tab Settings
- Creating Custom Backgrounds
- Customising the Slide Colour Scheme

2. Working with Templates

- Working with the Slide Master
- Working with the Title Master
- Masters and Design Templates
- Modifying slides based on the Slide Master
- Creating your own Templates

3. Slide Show View and Hyperlinks

- Creating a Slide Show
- Setting up hyperlinks
- Annotating Slides During a Slide Show
- Animation Effects; Rehearsing a Presentation
- Viewing a Presentation on Two Screens
- Save as PowerPoint Show
- Using the Pack and Go Wizard

4. PowerPoint and the Web

- Presentations on the Internet
- The Web Toolbar
- Publishing a Presentation on the Web
- Setting Up Hyperlinks
- Saving a presentation as a web page
- Sending a presentation via email

5. Using Multimedia

- Including Movie Clips in a Presentation
- Including Sound Clips in a Presentation
- Additional Locations of Clip Art, Pictures, Sound, Video
- Options for Movie and Sound Clips

6. Conferencing

- Setting up a Conference; Joining a Conference

7. Using PowerPoint with Other Programs

- Object linking and Embedding
- Editing Linked and Embedded Objects
- Transferring Text into PowerPoint from Word
- Transferring PowerPoint Data to a Word Document
- Embedding an Excel Worksheet in a slide
- Inserting Slides from Other Presentations
- Saving a File for Use in Another Application