



## COURSE DESCRIPTION

On this hands-on course trainees will learn to create more dynamic and visually appealing presentations using the more advanced features of PowerPoint. The course covers transitions and animation, themes, slide masters, advanced formatting, using templates, adding audio and video collaborating with others and more. Trainees should have completed PowerPoint Level 1 or have equivalent experience prior to attending this course. **Live face-to-face instructor - still the best way to learn!**

## LEARNING OBJECTIVES

- Advanced Formatting and SmartArt
- Using Master Slides, Shapes and Charts
- Adding Animation and Transitions
- Adding Audio and Video
- Reviewing, Comments and Tracking Changes
- Using Notes and Creating a Custom Slide show
- Sharing and Collaborating
- Securing your Presentations

## DETAILED COURSE OUTLINE

ADVANCED FORMATTING	REVIEWING CONTENT, TRACKING	SHARING, COLLABORATING, AND SECURITY
<ul style="list-style-type: none"> <li>➤ Inserting and Formatting SmartArt</li> <li>➤ About SmartArt</li> <li>➤ Creating SmartArt</li> <li>➤ Converting Lists to SmartArt</li> <li>➤ SmartArt Tools</li> <li>➤ Changing Layouts</li> <li>➤ Promoting and Moving List Items</li> <li>➤ Changing Styles and Colors</li> <li>➤ Shapes and Shape Styles</li> <li>➤ SmartArt Charts</li> <li>➤ Creating an Organization Chart</li> <li>➤ Adding Shapes to a Chart</li> <li>➤ Working with Multiple Slide Masters</li> <li>➤ The Edit Master Group</li> <li>➤ Adding a Slide Master to a Presentation</li> <li>➤ Duplicating a Slide Master</li> <li>➤ Applying Masters to Slides</li> <li>➤ Restoring Slide-master Placeholders</li> <li>➤ Creating Presentation Sections</li> <li>➤ Page Setup Options</li> </ul>	<ul style="list-style-type: none"> <li>➤ Changes and Saving</li> <li>➤ Proofing your Presentation</li> <li>➤ Automatic Spell Checking</li> <li>➤ Using the Spelling Pane</li> <li>➤ Proofing Options</li> <li>➤ AutoCorrect Options</li> <li>➤ About Comments</li> <li>➤ Adding Comments</li> <li>➤ Managing Comments</li> <li>➤ Comparing Presentations</li> <li>➤ Reviewing Changes</li> <li>➤ Saving a Presentation in other Formats</li> <li>➤ Available Formats</li> <li>➤ Creating PDFs and XPS Documents</li> <li>➤ Creating Word Handouts</li> <li>➤ About Video</li> <li>➤ Creating a Video</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protecting your Presentations</li> <li>➤ The Info Window</li> <li>➤ Making a Presentation "Read-only"</li> <li>➤ Protecting a Presentation with a Password</li> <li>➤ Sharing your Presentations</li> <li>➤ Checking Compatibility</li> <li>➤ Checking Accessibility</li> <li>➤ Compressing Media</li> <li>➤ Saving to a Shared Location</li> <li>➤ Saving a Presentation to OneDrive</li> <li>➤ Inviting others to Share a Presentation</li> </ul>
ANIMATION, TIME EFFECTS AND MEDIA	NOTES AND CUSTOM SLIDE SHOWS	
<ul style="list-style-type: none"> <li>➤ About Animation</li> <li>➤ Animating Text</li> <li>➤ Animating Shapes</li> <li>➤ Modifying Animations</li> <li>➤ Customizing Animations</li> <li>➤ Copying Animations</li> <li>➤ Timing of Animation and Transition Effects</li> <li>➤ Inserting and Formatting Media</li> <li>➤ About Media</li> <li>➤ Adding Sounds Effects</li> <li>➤ Inserting an Audio Object on a Slide</li> <li>➤ Adding Video</li> <li>➤ Online Videos</li> <li>➤ Video Tools</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working with Notes Pages</li> <li>➤ About Notes</li> <li>➤ Adding Notes to a Slide</li> <li>➤ Notes Page View</li> <li>➤ Notes Master View</li> <li>➤ Adding an extra Notes Page</li> <li>➤ Printing Notes Pages</li> <li>➤ Configuring, Rehearsing and Presenting Slide Shows</li> <li>➤ Presenter View</li> <li>➤ Mouse and Keyboard Slide-Show Controls</li> <li>➤ Rehearsing Slide Timings</li> <li>➤ Creating a Custom Slide Show</li> </ul>	