

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Advanced PowerPoint
Course Length:	1 day
Prerequisite:	Introduction to PowerPoint
Course Description:	Topics include creating custom templates, using masters to control presentations, working with scanned, digital and Web graphics, adding sounds and multi-media, animation effects, integrating with other Office applications, managing links, building interactive presentations, using hyperlinks and action buttons, and creating custom shows.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Using Design Templates<ol style="list-style-type: none">1.1. Designing a Custom Template1.2. Creating a Custom Color Scheme2. Using Masters to Format Presentations<ol style="list-style-type: none">2.1. Using the Slide Master to Control Slide Formatting2.2. Using the Title Master to Control Title Slide Formatting2.3. Using the Notes Pages Master2.4. Using Header and Footers3. Working with Graphics and Multi-Media<ol style="list-style-type: none">3.1. Using Static and Animated Web Graphics3.2. Using Scanned Images and Digital Photos3.3. Compressing Images3.4. Recoloring Clip Art3.5. Working with Sounds and Movies3.6. Assigning Animation Effects3.7. Changing Animation Order and Timing3.8. Emphasizing Slide Elements3.9. Setting a Motion Path for Animations4. Integrating with Other Office Applications<ol style="list-style-type: none">4.1. Inserting Office Objects4.2. Creating, Updating and Breaking Links4.3. Adding Word Tables4.4. Adding Excel Spreadsheets4.5. Creating Slides from Word Outlines4.6. Sending Slides to Word to Print Handouts5. Building Interactive Presentations<ol style="list-style-type: none">5.1. Hyperlinking to Slides5.2. Hyperlinking to Other Presentations5.3. Hyperlinking to Other File Types5.4. Creating Action Buttons and Interactive Objects5.5. Using the Web Toolbar5.6. Creating Custom Shows6. Collaboration with PowerPoint<ol style="list-style-type: none">6.1. Using Password Protection6.2. Using Comments6.3. Merging Files6.4. Using Change Tracking6.5. Reviewing Changes