Microsoft PowerPoint Level 2

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

This course is intended for those who know PowerPoint basics who want to add multi-media effects, make a presentation more visually appealing, and be more efficient.

Prerequisites

Participants should have taken PowerPoint Level 1 or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Customize PowerPoint

Customize the Quick Access Toolbar

Using AutoCorrect

Changing PowerPoint's Default Options

Format a Presentation

Document Themes

Headers and Footers

Using the Slide Master

Working with Bulleted and Numbered Lists

Smart Art

Insert SmartArt

SmartArt Elements

Format SmartArt

Convert Slide Text into SmartArt

Apply Transition and Animation Effects

Apply a Transition Effect

Modify a Transition Effect

Apply an Animation Effect

Modify Animation Effects

Customize Animation Effects

Copy Animation Effects

Work with Multimedia

Insert Audio and Video

Action Buttons

Compress Media

Finalizing a Presentation

Comments

Hide a Slide

Record a Presentation

Mark a Presentation as Final

Deliver a Presentation

Deliver a Presentation on a Computer

Use the Laser Pointer, Pen, & Make Annotations

Create a Presentation that Runs by Itself

Use Presenter View

Create a Custom Show

Distribution Tools

Package a Presentation

Save Presentations as Videos

Password Protect a Presentation

Publishing Slides

More Topics

Convert an Older Presentation to the New Format

Translate Text

Also Includes

- Reference Material.
- Certificate of completion.