



Microsoft PowerPoint 2007-2019/365

Level 2: Get Creative

1 Day Course

Training at Your Office

COURSE DESCRIPTION

So you can create a half-decent presentation, but shouldn't it be really good? This course teaches you the PowerPoint techniques that make your talks really pop. With animation, interesting ways to show your points, and the ability to keep your audience focused by controlling the flow of information, you'll be able to battle the number one thing that keeps your point from getting across: boredom.

Course Prerequisite: understanding of PowerPoint Introduction topics.

COURSE TOPICS

WordArt

Creating Fancy Text Frames With WordArt
Formatting WordArt Objects

Drawing Tools (Advanced Look)

Review Of How To Draw Shapes
Using & Changing AutoShapes
Select, Moving, Sizing, Nudging, Deleting
Adding Text to Shapes
Copy & Duplicate, Effects, Gradient, Shadow, 3D
Group, Ungroup, Regroup
Merge Shapes (2013)
Forward & Back / Grids & Guides
Nudge, Align & Distribute
Flipping, Reroute Connectors, Edit Points
Merge Shapes (2013 Only)
Smart Guides for Aligning & Spacing
Graphics (2013 Only)

Advanced ClipArt

Ungrouping & Changing ClipArt
Making Your Own ClipArt

Themes

Modify a Theme
Create a Theme
Theme Variants (2013 Only)

Organization Charts

Creating Organization Charts
Extending The Size Of The Organization
Adding an Assistant
Selecting Chart Styles
Changing Boxes, Lines, and Text
Organization Chart Layouts

Advanced Templates

Slide Master & Title Master
When a Slide Does Not Follow the Master
Editing Template & Master Pages
Slide Backgrounds
Creating New Master Pages
Apply Different Design Templates/Masters to Slides
Custom Slide Layouts
Creating & Saving Custom Templates
Creating a New Presentation with the Template
Applying Custom Template to Existing Presentation

Speaker Notes

Working In Speaker Notes View
Printing Speaker Notes

Creating a Photo Album

Selecting Pictures
Adding Text Boxes
Picture Options
Picture Layout

Background Styles

SmartArt Graphics

Change Layout and Colours
Choose a Layout

Introduction to Transitions & Animations

Selecting Effects
Setting Options
Adding Sound
Advancing Slides
Animating Bulleted or Numbered Lists
Modifying Animation Effects
Other Animation Choices
Animation Schemes

Adding Sounds & Movies

Inserting Sounds
Altering How Sounds Play & Display
Adding Movies
Altering How Movies Play & Display
Play Settings

Slide Shows (Basic Overview)

Running a Show
Setup & Options
Pen Pointer Options
Keystrokes



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