



Computer Consultants Corporation

Microsoft PowerPoint

Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand on introductory skills, including advanced formatting, customizing presentations, adding interactivity, and using multimedia.

Prerequisites: Introduction to PowerPoint or demonstrated familiarity with its topics.

Working with Other Office Applications

- Importing a Word outline
- Inserting a Word table
- Inserting an Excel table or chart
- OLE (Object Linking & Embedding) options

Formatting Charts

- Inserting/deleting chart elements
- Formatting chart elements
- Formatting the axis scale and numbers
- Adjusting 3D effects
- Exploding pie slices
- Creating linked pie charts
- Defining a user-defined chart type
- Animating charts

Exporting PowerPoint Files

- Saving as a graphic
- Saving as a web page
- Viewing a slide show in a browser
- Packaging/Unpackaging a Slide Show

Collaboration Features

- Sending a presentation for review
- Inserting, editing, and deleting comments
- Using the reviewing toolbar
- Comparing and merging presentations

Creating Custom Design Templates

- Slide master vs. title master
- Changing the color scheme
- Formatting the background
- Adding background graphical objects
- Changing the default format for text

- Saving a design template

Adding Multimedia

- Adding sound effects
- Playing CD tracks
- Inserting Movie Clips
- Flash Movies

Manipulating Graphics

- Using rulers and guides
- Snap to grid and/or shapes
- Aligning and spacing objects
- Grouping/Ungrouping objects
- Setting shadow and 3D options
- Recoloring a picture
- Scaling and cropping a picture
- Changing the stacking order
- Rotating and flipping objects

Advanced Navigation

- Action buttons
- Linking to slides and presentations
- Linking to a web page
- Adding mouse over actions

Producing a Slide Show

- Creating a summary slide
- Creating and viewing custom shows
- Creating an agenda slide