

Microsoft PowerPoint Level II

Concentrates on some more advanced skills, including: customizing the PowerPoint environment, customizing a design template, adding SmartArt graphics to a presentation, adding special effects to a presentation, customizing a slide show, collaborating on a presentation and securing and distributing a presentation

Course Outline

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration

Contact

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