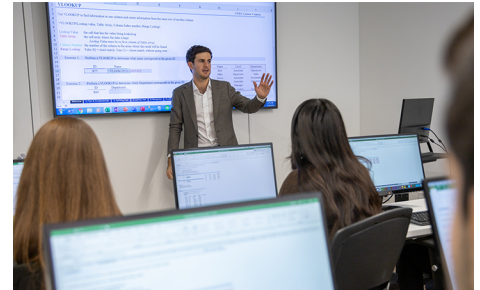


# Microsoft PowerPoint Level II

Master PowerPoint's advanced features from slide masters to custom shows in this seven-hour PowerPoint course. By the end of this course, you'll be able to create reusable slides, develop custom playlists of the same slideshow for unique audiences, and record presentations to deliver at a later time.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/advanced-powerpoint-classes](https://careercenters.com/courses/advanced-powerpoint-classes)



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## 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