Advanced Presentation Preparation (Microsoft PowerPoint) Course Overview

Course Duration:
3 Hours / 0.5 Day

1 Using Slide Master
   • What is a slide master?
   • Using multiple slide masters in one presentation

2 Working with Graphics
   • Working with pictures
   • Remove background
   • Changing the brightness, contrast, or sharpness of a picture
   • Recoloring a picture or clip art
   • Applying an artistic effect
   • Cropping a picture or place it in a shape
   • Combine shapes to create a custom shape
   • Using eyedropper to match colors on your slide
   • Aligning or arranging an objects
   • Line-up and space objects equally
   • Compress a picture

3 Using SmartArt
   • Overview of SmartArt graphics
   • What to consider when choosing a layout
   • Creating a SmartArt graphic
   • About the Text pane
   • Converting slide text to a SmartArt graphic
   • Changing the colors of an entire SmartArt graphic

4 Using SmartArt to create Organization Chart
   • What to consider when choosing a layout
   • Create an organization chart with pictures
   • Format an organization chart
   • Convert text into a SmartArt graphic
   • Changing the colors of an entire SmartArt graphic

5 Slide Transitions
   • Adding a transition to a slide
   • Setting the speed and timing of transitions
   • Remove a transition effect

6 Applying an Animation Effect
   • Applying an animation effect to text or objects
   • More about animating text and objects in PowerPoint
   • Animating text bullets
   • Applying multiple animation effects to a single object
   • Viewing a list of animations currently on the slide
   • Setting the effect options, timing, or order for an animation
   • Animating a SmartArt graphic
   • Applying a motion path to text or an object
   • Copy animation
   • Remove an Animation Effect

7 Working with Infographic in PowerPoint
   • Find the best PowerPoint infographics
   • How to insert infographics in a PowerPoint template
   • Changing the colors of your diagram
   • Inserting texts in an infographic
   • Inserting icons in a diagram

• Applying a style to your SmartArt graphic