

Course Content

Overview

In this course cover the essential tools to produce the best presentation.

Duration – 1 Day

Prerequisite

The learner has at least 1 year continuous use of Microsoft PowerPoint and formal training to an Intermediate level.

Content

Modifying the PowerPoint Environment

Customize the User Interface

Customizing Design Templates

Modify Slide Masters and Slide Layouts

Add Headers and Footers

Modify the Notes Master and the Hand-out Master

Adding SmartArt and Math Equations to a Presentation

Create SmartArt

Modify SmartArt

Working with Animations and Transitions

Customize Animations and Transitions

Collaborating on a Presentation

Review a Presentation

Working with tables

Insert Tables

Insert Excel Tables

Working with charts

Insert Charts

Modify Charts

Customizing a Slide Show

Set Up a Slide Show

Create a Custom Slide Show