

# Microsoft PowerPoint



## Advanced

### PREREQUISITES

A good, basic understanding of PowerPoint or completion of our Introduction to MS PowerPoint course.

### COURSE CONTENT

#### Ribbons

#### SmartArt Illustrations

- To Add Text to a SmartArt Graphic:
- To Convert Existing Text to SmartArt

#### Enhanced Chart

- Additional Chart Types
- Chart Templates
- Time-Scale Axes
- Rotated Text on Chart Axes
- Chart Data Tables
- Picture/ Text/ Gradient Fills

#### Animation Effects & Multimedia Capabilities

- Preview the Animation
- Advanced Animation
- Animated Charts
- Voice Narration
- Music Tracks

#### Videos

- Changing the Brightness and Contrast of the Video
- Re-colouring a Video
- Add a Poster Frame to the Video
- Apply a Video Style
- Trim a Video
- Video Options
- Video Triggers

#### Graphics

- Place Graphic In Slide
- Insert a picture from a Web page
- Object Position on slide
- Add Graphic To Clipart Gallery
- Create, Edit & Delete Clipart Collections
- Crop, Transparent, Reset
- Create Flow Charts

#### Action Buttons & Settings

- Use an Action Button to link to another slide
- Link to a Separate Presentation
- Hyperlink to a WORD Document
- Hyperlink to a WEB Address

#### Inserting Slides from Other Presentations

#### Linking and Embedding Objects

#### Creating a Custom Show

#### Report It

- Import Slides From external files WORD outlines

#### Insert Comments

- Add a Review Comment
- Edit a review comment
- Delete a review comment
- Move between review comments

#### Write On Slides during Presentation

#### Prepare Slide Show

- Black And White
- Set the properties

#### Packaging Your Presentation for Cd

#### About The PowerPoint Viewer

#### Broadcast A Slide Show

#### Recording Your Show as a Video

