Advanced Features of Microsoft Power Point

Duration: 6 hour(s)

Level: Advanced

Target Audience   The target audience will be existing Microsoft Power Point users who want to go deeper in experiencing the features of Microsoft Power Point.

Prerequisites   Basic knowledge of Microsoft Power Point.

About this course

This course is designed to enable you to fine tune your presentation with linked contents, multimedia elements and interactive elements.

Course Content

Part1: Customizing Power Point

- Application Settings
- The Ribbon
- Custom Theme

Part2: Using Graphics and Multimedia

- ClipArt
- Media Clips
- Animations
- Photo Album

Part3: Customizing Smart Art graphics, Tables and charts

- Customizing SmartArt graphics
- Customizing tables
- Working with Chart tools

Part4: Action buttons, custom slide shows and equations

- Interactive elements
- Custom Slide Shows
- Equations

Part5: Distributing Presentations

- Using comments
- Finishing a presentation
- Distributing presentations
- Broadcasting a slide show online

Part6: Integrating Microsoft Office Files

- Building Slides from Word Outline

Course Description

- Embedding and linking content
- Working with hyperlinks

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