

Course	PowerPoint Advanced – Finishing Touches
Length	Three Hours
Audience	This is an advanced Presentation class intended to take students' skills to the next level. The class focuses on enhancing slides with graphics, animation and links, as well as using analytic objects. Learn to build templates and use the master slide for more efficient builds. Students gain skill working with multi-media in presentations and rehearsal tools. Finally, best practices are shared for speaker effectiveness and distribution.
Prerequisites	Participants must have completed the PowerPoint Basics course or have equivalent experience with PowerPoint.
Topics	<p><i>Module 1: Enhancing Graphics in PowerPoint</i></p> <ul style="list-style-type: none">◆ Using drawing tools◆ Modifying objects with borders, colors and fill◆ Moving & copying graphics◆ Using Word Art <p><i>Module 2: Analyzing with PowerPoint</i></p> <ul style="list-style-type: none">◆ Creating charts / Importing charts from Excel◆ Creating a Summary Slide with SmartArt <p><i>Module 3: Creating Your Own Templates</i></p> <ul style="list-style-type: none">◆ Review of the Built-in Templates◆ Use Master Slide◆ Saving the template <p><i>Module 4: Animation & Multi Media</i></p> <ul style="list-style-type: none">◆ Animating objects on a slide◆ Internal and external Hyperlinks◆ Using Action Buttons◆ Add/ manage a sound file◆ Add /manage a video file <p><i>Module 6: Slide Show Timings</i></p> <ul style="list-style-type: none">◆ Setting slide show options◆ Rehearsing slide show timings <p><i>Module 7: Distribution</i></p> <ul style="list-style-type: none">◆ Customize handouts in Word◆ Print / Slide Set-up◆ Create a video