

Microsoft PowerPoint Intermediate

Prerequisite

PowerPoint Introduction or a basic working knowledge of PowerPoint

Course Description

This course builds on the topics covered in *PowerPoint Introduction*. Students will learn how to create their own slide templates using the slide master. They will learn to apply their slide template to an existing presentation, and how to insert many different types of objects such as Hyperlinks and Action Buttons. Students will also learn how to create speaker notes and audience handouts. They will learn how to add transition effects and animation to their slide shows and print the presentation views.

Objectives

Templates

- Modify a Built-in Template
- Modify the Master Title, Master Bullets, and Sub Bullets
- Change Indents
- Change the Master Slide Background
- Change the Master Header and Footer
- Remove Master Items From a Slide
- Apply the User Defined Template to a New Presentation

Add Objects

- Create and Modify a Chart
- Insert an Excel Chart
- Insert a Word Table
- Create an Organization Chart
- Add Hyperlinks to the Slide
- Create Action Buttons
- Add Presentation Comments

Modify Objects

- Rotate, Group, and Ungroup Objects
- Change Object Arrangement

Create Additional Presentation Views

- Create Speaker Notes and Audience Handouts
- Add Transition Effects and Animation to a Slide Show
- Use the Meeting Minder
- Create a Slide Summary

Printing

- Print a Presentation With or Without Animations
- Print the Outline, Speaker Notes, and the Audience Handouts

Class Length

3.5 hours
Instructor-led, hands-on course