

PowerPoint – Templates, Slide Master, and Inserting Objects

Prerequisite

A basic working knowledge of Microsoft PowerPoint

Course Description

This course is intended for the students who have had some experience working with MS PowerPoint. Students will learn how to create their own slide templates. They will learn to manipulate the title text, sub-bullet text, header and footer text, and slide backgrounds on the slide master. They will learn to apply their slide template to an existing presentation. Students will also learn how to insert many different types of objects onto slides in PowerPoint. The objects include: MS Chart, Excel Chart, Word Table, Organization Chart, Hyperlinks, Action Buttons, Presentation Comments.

Objectives

Templates

- Modify a Built-in Template
- Modify the Master Title
- Modify the 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 a Chart
- Modify the Chart
- Insert an Excel Chart
- Scale a Chart
- Insert a Word Table
- Create an Organization Chart
- Hyperlinks
- Action Buttons
- Presentation Comments

Class Length

90 minutes
Instructor lead, hands-on course