



Advanced Presentation Preparation (Microsoft PowerPoint) Course Overview

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Course Duration:

3 Hours / 0.5 Day

1 Using Slide Master

- What is a slide master?
- Using multiple slide masters in one presentation

2 Working with Graphics

- Working with pictures
- Remove background
- Changing the brightness, contrast, or sharpness of a picture
- Recoloring a picture or clip art
- Applying an artistic effect
- Cropping a picture or place it in a shape
- Combine shapes to create a custom shape
- Using eyedropper to match colors on your slide
- Aligning or arranging an objects
- Line-up and space objects equally
- Compress a picture

3 Using SmartArt

- Overview of SmartArt graphics
- What to consider when choosing a layout
- Creating a SmartArt graphic
- About the Text pane
- Converting slide text to a SmartArt graphic
- Changing the colors of an entire SmartArt graphic

4 Using SmartArt to create Organization Chart

- What to consider when choosing a layout
- Create an organization chart with pictures
- Format an organization chart
- Convert text into a SmartArt graphic
- Changing the colors of an entire SmartArt graphic

- Applying a style to your SmartArt graphic

5 Slide Transitions

- Adding a transition to a slide
- Setting the speed and timing of transitions
- Remove a transition effect

6 Applying an Animation Effect

- Applying an animation effect to text or objects
- More about animating text and objects in PowerPoint
- Animating text bullets
- Applying multiple animation effects to a single object
- Viewing a list of animations currently on the slide
- Setting the effect options, timing, or order for an animation
- Animating a SmartArt graphic
- Applying a motion path to text or an object
- Copy animation
- Remove an Animation Effect

7 Working with Infographic in PowerPoint

- Find the best PowerPoint infographics
- How to insert infographics in a PowerPoint template
- Changing the colors of your diagram
- Inserting texts in an infographic
- Inserting icons in a diagram