

Introduction to the Course	All individuals who prepare, or oversee the preparation of presentations using Microsoft PowerPoint and need to understand the Higher functionality and manipulation of this package.
Objectives	This course is designed to provide a greater understanding of the application. Will focus on working with colour and customizing the slide master, inserting Word tables/Excel spreadsheets into PowerPoint, working with advanced graphic manipulation features, advanced show features.

Course Content

Overview of Introductory course

Saving Your Files

Using File Formats
Exporting a File to PDF
Using File Properties

Navigating The Slide Show

Navigating the Slide Show
Using the Navigation Buttons
Using the Pointer Button

Adding Tables and Charts

Creating and Working with Tables
Inserting a Table
Drawing a Table
Using the Table Tools Ribbon
Working with Cells
Setting Style Options
Setting Table Styles
Changing the Shape of a Fill
Applying Borders
Adding Effects

Working with Charts and Graphs

Creating and Linking Worksheet Charts and Graphs
Chart Tools Ribbon
Incorporating Titles and Data
Legends and Labels

Working with SmartArt

Creating SmartArt
SmartArt Tools
Resizing Diagrams

Adding Graphics

Adding and Editing Shapes
Changing Diagram Types and Design Schemes
Incorporating Text

Working with Text Boxes

Adding a Text Box
Deleting a Text Box
Moving a Text Box
Resizing a Text Box
Rotating a Text Box
Formatting a Text Box
The Drawing Tools Ribbon

ClipArt

Searching for ClipArt
Inserting ClipArt
Formatting Clip Art
Other Illustrations
Inserting a Photo from a File

Adding Audio/Visual Effects

Adding a Movie
Insert Movie from the Clip Organizer or File
Movie Tools
Deleting a Movie

Adding a Sound Clip

Insert Sound Clip from Clip Organizer or File
Sound Tools
Recording a Sound
Playing a CD
Deleting a Sound

Using Animation

Entrance, Emphasis and Exit Effects
Add and Draw Motion Paths

Advanced Animation Options

Speeds and Timing Options
Using Slide Transitions
Creating a Custom Animation