

PowerPoint Intermediate

Course Outline

Course Objective

If you need to expand your beginning level knowledge of PowerPoint? This course will provide you with the advanced concepts and skills. Features such as animation, transitions, adding images and video and creating custom slide shows will all be covered. You don't want to miss this course!

Agenda

1. Advanced formatting
 - a. Inserting and formatting SmartArt
 - b. Additional formatting options
2. Animation, time effects, and media
 - a. Animating slide content
 - b. Inserting and formatting media
3. Reviewing content, tracking changes, and saving in other formats
 - a. Reviewing content and tracking changes
 - b. Saving a presentation in other formats

4. Custom slide shows
 - a. Working with notes pages
 - b. Configuring, rehearsing, and presenting slide shows

5. Sharing, collaborating, and security
 - a. Protecting your presentations
 - b. Sharing your presentations

Course Length: 1 Day

Prerequisite: Microsoft Windows experience and PowerPoint Introductory skills