

Advanced Skills in PowerPoint

Our advanced PowerPoint 2003 tutorials will show you how to take full advantage of the many tools which can make your presentation more exciting. We'll explore the graphics tools, animation settings, and sound and movie effects. You will learn to add narration to any slide within the presentation. There is even a tool called the Photo Album which will let you insert folders of photos into your presentation with just the press of a couple of buttons.

Course Length

8 hours

Course Objectives

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| <ol style="list-style-type: none"> 1. Smart tips for Inserting and resizing photos quickly 2. Recolor and break clipart apart 3. Align, duplicate and apply formatting changes to graphics 4. Insert photos into Autoshapes 5. Compress a selected picture or all pictures in a presentation 6. Customize backgrounds 7. Work with type effectively 8. Insert slides from other presentations 9. Add transitions to spice up the presentation | <ol style="list-style-type: none"> 10. Work with Master Slides and Design Templates 11. Know advanced animation skills 12. Use the photo album to quickly create a presentation 13. Add a chart and customize it 14. Add sound effects, narration, music, videos and flash files 15. Time slides, hide slides, and loop slides for the presentation 16. Package the Presentation for CD |
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Course Lessons

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| <ul style="list-style-type: none"> ➤ Inserting, Resizing, Coloring and Breaking ClipArt Apart ➤ Graphics Tips and Tricks ➤ Cut PowerPoint Graphics Down to Size ➤ Customizing Backgrounds ➤ Type: Terminology ➤ Type: Readability ➤ Type: Limitations ➤ Type: How Big? ➤ Type: Design Rules ➤ How to Insert a Slide from another Presentation ➤ Adding Transitions ➤ Working with Master Slides | <ul style="list-style-type: none"> ➤ Creating a Design Template ➤ Animation Schemes ➤ Custom Animation ➤ It's Magic with the Photo Album ➤ Adding a Chart ➤ Timing Slides ➤ Using the Set Rehearse Timing Feature ➤ Inserting Sound Clips and Narration ➤ Playing Music Files from a CD ➤ Adding Video and Flash Files ➤ Looping and Hiding Slides in a Presentation ➤ Package the Presentation for Use Anywhere |
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Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Two free CDs**
Contains Photo Gallery, Templates, Sounds, and Word documents containing links to Free Internet Resources and more

