

Course Outline

Microsoft PowerPoint Advanced



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course builds on the skills and concepts taught in PowerPoint 2013: Basic. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, they'll insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, they'll customize application settings and toolbars, and create and apply custom themes.

Topics Covered:

- Unit 1: Slide masters and transitions
 - Topic A: Slide masters
 - Topic B: Transitions and timings
 - Topic C: Custom slide shows
- Unit 2: Graphics and media
 - Topic A: Modifying graphics
 - Topic B: Media clips
 - Topic C: Animations
 - Topic D: Photo albums
- Unit 3: Customizing slide elements
 - Topic A: Working with SmartArt graphics
 - Topic B: Customizing tables
 - Topic C: Working with charts
- Unit 4: Action buttons and equations
 - Topic A: Action buttons
 - Topic B: Equations
- Unit 5: Integrating Microsoft Office files
 - Topic A: Applying content from a Word outline
 - Topic B: Embedding and linking content
- Unit 6: Finalizing and distributing presentations
 - Topic A: Reviewing and finishing
 - Topic B: Distributing presentations
- Unit 7: Customizing PowerPoint
 - Topic A: Application settings