

Advanced Microsoft PowerPoint

Course Overview

The Advanced PowerPoint class concentrates on the most common topics that we see NYC businesses using on a daily basis. When you are finished with this class you will be able to create a reusable PowerPoint Template, make an easily updatable, engaging, consistent presentation, deliver a presentation without difficulty, feel comfortable with importing slides from other presentations, movies, images, smart art & word outlines, be the "go to" person for PowerPoint questions in your office and collaborate on presentations. This class is perfect to those seeking to feel comfortable with most PowerPoint office tasks, those looking to interview for positions that require up to an advanced level of PowerPoint, and those going into the Administrative, Advertising, Marketing or Business industries.

I. Designing

- 1) Slide Masters
- 2) Themes and Templates

II. Collaborating

- 3) Using Outlines
- 4) Reusing Slides

III. Commenting

- 5) Adding Comments
- 6) Replying to Comments

IV. Navigation

- 7) Hyperlinks
- 8) Action Buttons

V. Using Multimedia

- 9) Video
- 10) Audio

VI. Layered Objects

- 11) Aligning
- 12) Distributing
- 13) Grouping

VII. Charts from Excel

- 14) Paste
- 15) Paste Special Paste
- 16) Paste Special Paste Link

VIII. Tables from Excel

- 17) Paste
- 18) Paste Special Paste
- 19) Paste Special Paste Link

IX. Custom Shows

- 20) Building Custom Shows
- 21) Running Custom Shows

X. Recording a Slideshow

- 22) Slide Timings
- 23) Narration