

COURSE DESCRIPTION

ADVANCED FEATURES

MICROSOFT POWERPOINT

Course Description

This course teaches students to understand and use the advanced features of Microsoft PowerPoint. It is designed for advanced users.

Course Objectives

After completing this course, you should be able to:

- Presentation guidelines
- Creating a custom template
 - Editing a template in the Slide Master
 - Adding a logo to the Slide Master
- Modifying a Word document
- Working with Word tables
 - Creating, enhancing, and editing the table
- Linking and embedding
 - Working with an embedded object from Excel
 - Working with a linked object from Excel
- Microsoft Graph
- Creating a flow chart
- Style checker
- Additional PowerPoint features: Customizing toolbars, find file
- Create custom shows, looping shows, other optional features

Skills to be Learned

Creating a screen-show presentation by using guidelines

Creating a custom template

Open and modifying a Microsoft Word outline and table

Using Excel charts in PowerPoint

Creating charts by using Microsoft Graph

Using drawing tools to create flow charts

Working with toolbar options

Using automatic timings as well as manual timings in presentations