

## Course Overview

In this one-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts.

## Courses in the Microsoft PowerPoint Series

PowerPoint Level 1  
- 1 day -

PowerPoint Level 2  
- 1 day -

## Course Preparation

Prerequisite Course: *Microsoft PowerPoint - Level 1* or equivalent experience. You should be familiar with the procedures of creating and editing slides in PowerPoint, including the incorporation of text, charts, objects and clip art. You should also have a familiarity with creating and running a slide show.

## Course Topics

### Using Templates

- Creating a Template
- Customizing the Slide Master
- Deleting a Layout
- Inserting a Logo
- Modifying Slide Master Fonts
- Modifying Bullets
- Saving a Template
- Using a Template

### Using Themes

- Using Themes
- Customizing Themes
- Saving a Custom Theme

### Inserting Objects

- Inserting a Table
- Inserting an Organization Chart
- Reusing Slides from Other Presentations

### Creating Charts

- Working with Charts
- Adding a Chart to a Slide
- Entering Chart Data
- Editing Chart Data
- Changing Chart Type
- Changing Chart Formatting
- Changing Chart Layout
- Changing Chart Style
- Importing Chart Data

### Advanced Drawing Features

- Using Align and Distribute
- Using Grids and Guides
- Copying Formats with Format Painter
- Applying Shape Styles
- Applying Shape Effects
- Creating Custom Colors
- Photographs as Slide Backgrounds

### Animation and Hyperlinks

- Custom Animation
- Inserting Hyperlinks

### On the Road

- Hiding Slides
- Rehearse Timings
- Package for CD