

## Course Overview:

In this course there will be a review of the basic concepts to help you create a professional looking presentation. The emphasis in this course will be how you can customize PowerPoint and use the many advanced features to quickly create a well-designed and coordinated presentation.

## Course Content:

### Creating a Presentation

- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 and 2010.
- Get acquainted with the new Backstage View in Office 2010.
- Use advanced editing techniques to create and edit your presentation.
- Use the advanced formatting techniques to create interesting slides.
- Display data more effectively by creating a bar or pie chart and take advantage of the color scheme in your presentation.
- Produce an organization chart or a pyramid diagram using PowerPoint's SmartArt graphics.
- Convert an existing bullet point slide to a SmartArt graphic.

### Creating a PowerPoint Template

- Create a custom theme, color scheme, font set and background of your presentation.
- Create a professional looking slide, title, handout, notes and outline master to ensure a consistent look in your presentation.
- Create and save your own custom slide layouts.
- Save your own custom template and theme based on a presentation you have designed.

### Creating Objects

- Add Clip Art and photographs to create attention grabbing slides and use the many new pictures effects available in Office 2007 and 2010.
- Construct interesting drawings using the predefined shapes.
- Insert a table to display information in a column and row format.

### Running a Slide Show

- Add excitement to your presentation by including special slide transitional effects to your slides.

### Animate and Package the Presentation

- Animate the text, objects and charts in your presentation and incorporate movies and sounds into your presentation.
- Learn how to easily trim the video on your slide.
- Add hyperlinks to your presentation and then click on the hyperlink to quickly go to a specific slide, a different presentation, a Word document, an Excel worksheet or an Internet address.
- Save your presentation as a package to ensure all the graphics, movies and files are available for presenting.