

PowerPoint Level 2



A one day course for people experienced with Microsoft PowerPoint

Prerequisites

This course assumes the student has completed the preceding Level, or has equivalent knowledge

Chapter 1 - Masters

- Open the Master Slides
- Navigate the Master Slides
- Edit the Office Theme Slide Master
- Edit Other Layouts
- Create a Custom Layout
- Apply a Different Layout
- Headers and Footers
- Format the Headers and Footers
- Reset to the Masters

Chapter 2 - Multiple Presentations

- Arrange Multiple Presentations
- Copy and Paste Slides
- Copy Slides by Drag and Drop
- Copy a Placeholder
- Copy Text

Chapter 3 - Graphics

- Inserting Stock Images Using Content Placeholders
- Resize the Image
- Crop the Image
- Adjust the Brightness and Contrast
- Picture Styles
- Artistic Effects
- Compress Pictures
- Inserting Pictures Using Content Placeholders
- Remove the Background
- Beyond the Basics – Combine Shapes
- Create a Photo Album

Chapter 4 - Charts and Tables

- Charts in PowerPoint
- Edit the Chart
- Tables in PowerPoint
- Adding Rows and Columns
- Manually Resize Columns and Rows
- Centre the Table on the Slide

Chapter 5 - Animation

- Slide Transitions
- Adjusting the Effect Options

- Add a Sound
- Automatically Advance Slides
- Looping the Show
- Beyond the Basics – Morph
- Entrance Effects
- Reorder the Animations
- Effect Options
- Emphasize Each Point
- Emphasis and Exit Effects
- Motion Paths
- Animate Charts
- Beyond the Basics – Animate a Cut-Out Mask
- More Death by PowerPoint

Chapter 6 - Movie and Sound Clips

- Save a PowerPoint Presentation as a Video
- Insert a Movie into a Presentation
- Start the Movie Automatically
- Insert a Soundtrack
- Playing the Clip Automatically
- Trim Audio
- Fade In and Fade Out
- Compress Media Files
- Screen Recording
- Insert Cameo
- Compress Media
- Compatibility with Earlier Versions of PowerPoint

Chapter 7 - Preparing for Other Speakers

- Speaker Notes
- Printing Handouts
- Exporting to Word or PDF
- Presenter View
- Create a PowerPoint Show
- Package for CD
- Optimize Compatibility

Chapter 8 - Links and Custom Shows

- Link to a Website
- Link to a Document

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Link to Another Slide
Link to Another Slide with Slide Zoom
Create a Custom Show
Run the Custom Show
Run the Custom Show using an Action

Chapter 9 - New Ways of Data Collection and Presentation

Collect Survey Data with Microsoft Forms
Embed a Power BI Report

Appendix 1: Visual Clarity Notes (From Level1)

Visual Clarity Using Colour
Visual Clarity Using Fonts
Death by PowerPoint