



PowerPoint Advanced

Course Outline



Course Synopsis:	Advanced Presentation Concepts – Creating a Presentation; Creating Custom Templates; Using Word Documents and Excel Spreadsheets in PowerPoint; Master Slides; Advanced Presentation Techniques
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of PowerPoint 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	<ul style="list-style-type: none"> • Creating a Custom Design Template • Create a Custom Color Scheme • Set Up a Slide Master • Format Custom Bullets • Modify the Notes Master • Working with Organization Charts • Adding Special Effects • Add Sound and Movies • Add Animation
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



PowerPoint Advanced

Course Outline

COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Working with Graphs and Organization Charts

- Creating a Chart
- Modifying a Chart
- Selecting a Chart Type
- Creating an Organization Chart
- Formatting Your Organization Chart

Delivering Your Presentation

- Delivering a Presentation on a Computer
- Using Slide Transitions
- Using an Animation Scheme
- Using Custom Animations
- Rehearsing Slide Show Timings
- Creating a Presentation that Runs by Itself
- Creating a Custom Show
- Packaging and Copying a Presentation to CD
- Viewing a Packaged Presentation

Working with Multimedia

- Inserting Sounds
- Adding Voice Narration to Your Slides
- Inserting a Movie Clip
- Automating the Multimedia in Your Presentation

Working with Other Programs and the Internet

- Inserting a Slide into a Microsoft Word Document
- Embedding a Microsoft Excel Worksheet into a Slide
- Modifying an Embedded Object
- Inserting a Linked Excel Chart
- Importing and Exporting an Outline
- Using Hyperlinks
- Using Action Buttons
- Saving a Presentation as a Web Page
- Viewing a Web-Based Presentation

Advanced Topics

- Hiding, Displaying, and Moving Toolbars
- Customizing PowerPoint's Toolbars
- Sending Faxes
- Adding Comments to a Slide
- Customizing PowerPoint's Default Options
- File Properties and Finding a File
- Recording a Macro
- Playing and Editing a Macro