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Microsoft PowerPoint Advanced

Duration: 1 Day

Overview:

Aspect Training's Microsoft PowerPoint Advanced Training course has been created for experienced users who want to be able to use **PowerPoint**'s more sophisticated features, as well as its basic ones.

Like every other application in Microsoft Office suite, **PowerPoint** is loaded with features. So many, in fact, that even experienced users don't know where to find them all. Microsoft solved this problem in **PowerPoint** 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use. **PowerPoint** 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. Aspect Training's Microsoft PowerPoint Advanced Training course will help you learn the ins and outs of advanced features in **PowerPoint**. Even if you're familiar with previous versions of the program, you may be lost the first time you fire up the new **PowerPoint** so this course will be a great refresher/upgrade for the experience user.

Prerequisites:

PowerPoint skills are required to the level of our Microsoft PowerPoint Introduction/Intermediate course.

Continued over...



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Course Topics:

Tables & Graphics

Inserting Tables
Add Text in Tables
Importing Tables
Table Sources
Inserting Graphics
Adding Excel Graphics
Format Options
Section G: Diagrams
Diagram Options
Using Org Chart
Formatting

Templates

Masters
Edit Templates
Save As Templates

Animation

Animation Scheme
Custom Animation
Chart Animation
Motion Path
Ordering Animation
Transitions
Level Animation

Timing

Rehearse Timing
Setup Show

Collaboration

Send for Review
Modify Presentation
Add Comments
Review/Accept Changes

Finishing Touches

Speakers Notes
Hide Slides
Summary Slides
Customized Show
Setup Show
Presentation Tricks

Outputting Presentations

Printing
Print Dialog Box
Export
Print Memory
Package for CD
Prepare for Web
Web Publishing