COURSE SYLLABUS

Advanced PowerPoint for Business

In this advanced PowerPoint class, you'll create a reusable PowerPoint Template, make an easily updatable, engaging, consistent presentation, import charts from Excel, use multimedia and layered objects, and record a slideshow.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/advanced-powerpoint-classes



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Course Outline

Designing & Customizing PowerPoint Themes

- Using the Slide Master
- The Slide Master vs Slide Layouts

Theme Colors

- Color: Best Practices
- Creating a Color Theme

Theme Fonts

- Fonts: Best Practices
- Creating a Font Theme
- Using Non-Standard Fonts

Slide Backgrounds

- Changing an Individual Slide's Background
- Changing Slide Backgrounds in the Slide Master

Styling Text & Lists

- Line Spacing Options
- Styling Text & Lists

Slide Layouts

- Customizing Slide Layouts
- Adding a Logo to Every Slide
- Creating & Deleting Slide Layouts

Header & Footer

- Adding Header & Footer Content
- Header & Footer Placeholders on the Slide Master

Saving a Custom PowerPoint Theme

- Creating a Custom PowerPoint Theme
- Setting the Default Theme

Animations

- Transitions vs Animations
- Animating Bullet Points
- Animating Objects
- Entrance, Emphasis, & Exit Animations
- Multiple Animations on One Object
- Ordering Multiple Animations

Animating Charts

- Animating a Bar Chart
- Animating a Line Chart

Morph Transition

- How Morph is Different Than All Other Transitions
- How To Use the Morph Transition

Adding Video

- Adding Online Videos (like YouTube videos)
- Adding Video Files

Charts

- Copying/Pasting Charts From Excel
- Updating the Chart Data
- Formatting Charts & Chart Elements
- Saving a Chart Template

Bringing in Tables from Excel

- Bringing in a Table from Excel with a Link
- Bringing in a Table from Excel with No Link

Links

- Linking to a Website: Adding a Hyperlink
- Creating an Email Link

Quick Access Toolbar

- What is the Quick Access Toolbar?
- Customizing the Quick Access Toolbar

Hiding Slides

- Managing Content with Hidden Slides
- Printing With & Without Hidden Slides
- Saving a PDF With & Without Hidden Slides

Custom Shows

- Creating a Custom Show
- Presenting a Custom Show

- Printing a Custom Show

Commenting

- Adding Comments
- Replying to & Resolving Comments

Sections

Using Sections to Group Content in Large Presentations