

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 in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/advanced-powerpoint-classes or email contact@nyimtraining.com

Course Outline

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration