



Microsoft® PowerPoint (Level 3)

Description: Upon successful completion of this course, students will be able to: Organize data: creating and working with tables, constructing table layout, work with charts and graphs, create customized charts, work with organization charts, and customize diagrams. Implementing Audio Visual Effects: incorporate movies and animated GIFs, insert sound effects, and create voice narrations. Special Features and Custom Animation: create photo albums and implement animation. Executing your Presentation: Reviewing your presentation, finishing touches, and delivery options.

Lesson 1: Advanced PowerPoint Features

- Setting PowerPoint Options
- Working with Multiple Shows
- Delivering a Presentation
- Using the PowerPoint Viewer

Lesson 7: Creating Advanced Types of Shows

- Setting up Your Show
- Presenting Your Show
- Creating a Custom Show
- Advanced Presentation Techniques

Lesson 2: Links and Objects

- Creating Photo Albums
- Creating Links
- Editing Links
- Using Objects

Lesson 3: Finishing a Presentation

- Inspecting a Presentation
- Sharing Your Presentations
- Working As a Team

Lesson 4: Advanced Topics

- Creating Voice Narrations
- PowerPoint and Windows

Lesson 5: Adding Multimedia to a Presentation

- Inserting Video Files
- Editing Video Files
- Inserting Audio Files
- Editing Audio Files

Lesson 6: Setting up Slide Masters

- Creating a Slide Master
- Using Placeholders
- Using Slide Masters
- Using Handout Masters
- Using Notes Masters