PowerPoint – Beyond just Bullets

Duration: **1 Day**

Presentation Planning and Design Concepts

- Planning the right presentation for the right environment
- Physical issues leading to a successful presentation
- Design considerations
- Matching the presentation to an audience
- Colour issues within a presentation

Media Clips

- Supported media file formats
- Inserting a sound clip
- Modifying the sound clip volume level
- Controlling when the sound is played within a media clip
- Hiding a the sound clip icon
- Using a picture instead of the sound icon within a slide
- Inserting a movie clip
- Playing the movie full screen

Slide Show Animation Effects

- What are animation effects?
- Applying animation effects to text
- Applying animation effects to illustrations
- Custom animation
- Changing the sequence of animation within a slide

Slide Show Manipulation
- Inserting Action Buttons
- Practicing slide timings
- Using slide timings
- Slide show looping options
- Hiding slides
- Displaying hidden slides
- Annotating slide shows
- Creating and editing a custom slide show
- Running custom slide shows

Slide Manipulation

- Merging slides or complete presentations
- Merging a word-processed outline into a presentation

Themes and Slide Masters

- Slide Masters and Themes
- Creating and saving a theme
- Modifying a Slide Master
- Handout and Notes Masters
- Modifying the Handout and Notes Master

Manipulating Illustrations

- Moving a graphic backwards or forwards
- Grouping and ungrouping objects
- Positioning a graphic relative to the slide
- Distributing selected graphics horizontally, vertically relative to a slide
- Converting a picture to a drawn object
- Controlling the display of background pictures on a slide

Shape Formatting

- Applying shape effects
- Applying a shadow to a graphic
- Applying graduated background effects
- Applying a semi-transparent effect to a graphic
- Applying 3-D effects to a drawn object
- Further Shape style formatting options
- Using the Format Painter to apply styles to objects

Picture Formatting

- Applying picture styles
- Modifying contrast and brightness
- Re-colouring pictures
- Cropping, re-scaling and rotating a picture
- Resetting the image size
- Setting picture shape

Linking Objects

- Linking an Excel chart into a PowerPoint presentation
- Updating a linked object
- Editing linked data within a presentation