COURSE SYLLABUS

PowerPoint Level II Course

In this advanced PowerPoint class, you'll learn how to create reusable PowerPoint themes and templates to control the design of entire presentations using the Slide Master. Add excitement to your presentations with animations, gain greater control over charts and tables, and much more.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/powerpoint-advanced



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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