

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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