

POWERPOINT LEVEL 2

Review of PowerPoint Basics

Creating Custom Templates

- Adding Corporate Logo

Slide Master

- Logo / Photograph Watermark – Washout
- Title Master
- Handouts / Notes Master
- Using the Slide Master View Toolbar
- Using Headers & Footers in the Slide Masters

Custom Shows

Incorporating slides from other shows

Copy Paste and Paste Link

- Linking PowerPoint to other Applications

Tables & Charts in Depth

- Creating a Table
- Changing Table Attributes
- Inserting a Diagram
- Creating an Organisational Chart
- Changing Organisation Chart Attributes
- Creating a Graph
- Different Chart Types
- Adding Chart Elements
- Using Excel Charts with PowerPoint

Additional Features

- Importing Text from Other Programs
- Hyperlinks
- Action Buttons
- Adding Comments to a Presentation
- Previewing and Publishing to the Web
- Creating a PowerPoint Show (.PPS)

Movies and Sounds

- Inserting Movies
- Inserting Sounds
- Recording Sounds
- Playing CD Tracks