

PowerPoint

Advanced

Course Outline

Diagrams

- Organisation Chart
- Cycle Diagram
- Pyramid Diagram
- Flowchart

Charts

- Chart Title, Legend, Labels & Axes Labels
- Changing Chart Type
- Chart Gap and Overlaps
- Using Images In Chart Columns / Rows
- Axis Scales

Video and Audio

- Video Brightness and Contrast
- Re-Colouring a Video
- Adding a Poster Frame Image to a Video
- Resetting a Video
- Applying a Video Style
- Playing a Video In a Shape
- Video Special Effects
- Trimming Video
- Video Looping
- Using Audio

Animation

- Animation Effects
- Animation Triggers
- Animation Painter
- Custom Animation Effects
- Custom Animation Sequence
- Animating Chart Columns By Series
- Animating, or Not Animating, the Chart Grid and Legend
- Animating SmartArt

Linking and Embedding

- Action Buttons
- Linking and Updating Objects
- Breaking a Link
- Inserting a Link to a Graphics File
- Embedding Data Into a slide
- Editing or Deleting Embedded Data

Hyperlinks

- Creating and Editing Hyperlinks

Merging, Comparing & Exporting

- Merging all the slides from one Presentation Into another Presentation
- Comparing Presentations
- Saving a Slide as a graphics File
- Using the Screen Shot Feature

Slide Shows

- Custom Slide Shows
- Editing a Custom Slide Show
- Slide Show Transitions and Timings
- Slide Show Looping
- Setting a Slide Show to use Timings
- Enabling or Disabling Slide Show Animations
- Controlling a Slide Show

Sharing Presentations

- Marking As Final
- Permissions – Encrypting With a Password
- Converting a Presentation to a Video
- Packing For a CD
- Saving As a PDF Format

Presentation Design & Compatibility

- Planning Your Presentation
- The Accessibility Checker
- The Document Inspector
- The Compatibility Checker

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