

Advanced Microsoft PowerPoint 2019-2021

Module 1: Customizing Presentations

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

Module 2: Presentation Masters

- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Module 3: Working with Special Effects

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 4: Using SmartArt



- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object

- Ungrouping SmartArt Objects

Module 5: Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Module 6: Setting Up the Slide Show

- Setting Up a custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide show
- Setting Up a Slide Show to Repeat Automatically

Module 7: Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as Graphic

Module 8: Managing Multiple Presentations

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Module 9: Sharing and Securing a Presentation

- Sharing a Presentation with Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Compressing Pictures
- Sending a Presentation in PDF Format