

CUSTOMIZE POWERPOINT TRAINING

Module 1:

Customizing Presentations

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

Module 2:

Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint

Module 3:

Working with Special Effects

Animating Text and Objects

Working with the Animation Painter

Setting Animation Timing

Animating a Chart

Module 4:

Using SmartArt

This module explains how to work with SmartArt in Microsoft PowerPoint

Module 5:

Multimedia

This module explains how to work with multimedia features in Microsoft PowerPoint

Module 6:

Setting Up the Slide Show

This module explains how to work with slide shows in Microsoft PowerPoint

Module 7:

Outlines and Slides

This module explains how to work with outlines and slides in Microsoft PowerPoint

Exporting Notes and Handouts to Word

Exporting an Outline to Word

Saving a Presentation as an Outline

Exercise: Exporting an Outline to Word

Module 8:

Managing Multiple Presentations

Module 9:

New Features

This module explains how to use PowerPoint comments, motion paths, and the eye dropper.

Using Comments

Exercise: Using the Comments Feature

Motion Path Changes

Creating Custom Color with the Eyedropper

Module 10:

Cloud

This module explains how to use the cloud in PowerPoint.

AI in powerpoint