



PowerPoint Tips and Tricks

This course is for users who are already familiar with the program. First, we will review some basic techniques like working with a master and different PowerPoint views. Afterwards, brush up on the most important PowerPoint features and learn how to best design your presentations. We will show you how to create a chart and import data from Excel, and have a look at the SmartArts. Finally, set up a slide show with transitions and learn how to navigate while it is playing.

Course objective: To create professional presentations

Prerequisites: Basic knowledge of PowerPoint

Length: 3.5 hours

Topics:

- The new look: how to navigate through it
 - Ribbons and Co.
- Working with the slide master
 - What is the purpose of a master
 - Create your own slide layout
 - Working with the company layout
- Working with the AutoShapes
 - Align shapes with the menu and the ruler
 - Group shapes
 - The new formats
- Charts
 - The new formats
 - Inserting an Excel Chart in your presentation
- SmartArts
 - Organization chart
- Slide show
 - Applying transition to slides
 - Navigating during the slide show
 - The Presenter view
- Notes and Handouts