

## Advanced Ms. PowerPoint



### Course Overview:

This module is a high-level certification program for candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. The program covers advanced presentation features that will allow candidates to use the presentation application to its full potential, and to plan and design more effective presentations that have greater impact and that will better engage and involve an audience.

### Course Objectives

1. Understand target audience and venue considerations in presentation planning
2. Create and modify templates and format slide backgrounds
3. Enhance a presentation using built-in drawing and image tools
4. Apply advanced chart formatting features and create and edit diagrams
5. Insert movies and sound and apply built-in animation features
6. Use linking, embedding, importing and exporting features to integrate data
7. Work with custom slide shows, apply slide show settings, and control a slide show

### Course Duration: 10 Hours

### Course Outline:

#### 1. Presentation planning

- a. Audience and the Environment
- b. Design, content and layout
  - i. Issues relating to presentation timing
  - ii. The importance of relevant graphics, diagrams and charts in conveying ideas within a presentation
  - iii. The importance of limiting the level of detail within a presentation
  - iv. The importance of using a consistent design scheme and adequate color contrast.
  - v. Accessibility considerations when designing a presentation

#### 2. Slide masters and templates

- a. Slide masters
  - i. Inserting a new slide master
  - ii. Inserting a new title master

- iii. Editing the slide master layout to change the font.
- iv. Editing the slide master layout to change the bulleted list format.
- v. Editing the slide master layout to change the background colour and fill effects
- vi. Editing the slide master layout to change the placeholder position.
- vii. Editing the slide master layout to remove the placeholder.
- viii. Applying a custom slide master to specified slides.
- b. Templates
  - i. Creating a new template or theme.
  - ii. Modifying a template or theme.

### 3. Graphical objects

- a. Formatting drawn objects
  - i. Applying background fill effects to a drawn object.
  - ii. Applying a transparency effect to a drawn object.
  - iii. Applying a 3-D effect and settings to a drawn object.
  - iv. Picking up a style from a drawn object and applying it to another drawn object.
  - v. Changing the default formatting for new drawn objects.
- b. Formatting pictures & images
  - i. Adjusting the brightness and contrast of an image.
  - ii. Displaying a picture or image in greyscale, 'black and white' or 'washout' format
  - iii. Changing the colors within a picture
  - iv. Restoring the original colors within a picture
- c. Handling graphical objects
  - i. Positioning Graphical Objects.
  - ii. Distributing Graphical Objects.
  - iii. Cropping and rescaling.
  - iv. Grouping Objects
  - v. Rotating, Flipping, ordering objects
  - vi. Saving Graphical Objects as pictures

### 4. Charts and diagrams

- a. Using charts
- b. Using diagrams
  - i. Creating a diagram such as a flowchart, cycle, pyramid
  - ii. Adding, Moving, Deleting shapes within a diagram.
  - iii. Adding, Changing, Deleting connectors to a flowchart.

### 5. Multimedia

- a. Movies and sound
  - i. Inserting movies to play automatically
  - ii. Inserting movies to play on mouse click.
  - iii. Inserting sounds to play automatically

- iv. Inserting sounds to play on mouse click
- b. Animation
  - i. Changing custom animation effects and settings
  - ii. Changing sequence of custom animations in a slide.
  - iii. Applying automatic settings so that bulleted points will dim to a specified color after animation.
  - iv. Animating chart elements.

## 6. Enhancing productivity

- a. Linking and embedding
  - i. Inserting, Editing, Removing a hyperlink
  - ii. Inserting an action button
  - iii. Modifying settings to navigate to a specified slide, a custom show, file, or URL
  - iv. Linking data into a slide and display as an icon object
  - v. Updating a link
  - vi. Breaking a link
  - vii. Embedding data into a slide and displaying it as an object.
  - viii. Editing embedded data.
  - ix. Deleting embedded data.
- b. Importing and exporting
  - i. Merging slide(s) into an existing presentation.
  - ii. Merging a complete presentation into an existing presentation.
  - iii. Merging a word-processed outline into an existing presentation.
  - iv. Saving a specified slide as a file format such as gif, JPEG, or bmp

## 7. Managing presentations

- a. Custom shows
  - i. Creating a named custom slide show
  - ii. Showing a named custom slide show
  - iii. Copying a custom slide show
  - iv. Editing , Deleting a custom slide show
- b. Slide show settings
  - i. Applying timings to slide transitions.
  - ii. Applying settings to a slide show so that it loops continuously when played
- c. Slide show control
  - i. Adding pen annotations during a slide show.
  - ii. Erasing pen annotations during a slide show
  - iii. Displaying a black, white screen during a slide show
  - iv. Displaying a white screen during a slide show
  - v. Pausing, Restarting a slide show