

PowerPoint Level 2

Course Description

Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons.

Prerequisites

Windows Introduction or Windows XP, and PowerPoint Level 1, or equivalent knowledge.

What Next?

This is the last course in the series.

Course Content

Lesson 1: Working with Templates

- Working with Presentations
- Creating a Template
- Working with a Design Template

Lesson 2: Working with Multimedia

- Working with Graphics and Multimedia
- Working with Animation
- Inserting Movies and Sound

Lesson 3: Working within the Office Suite

- Inserting Office Objects
- Creating Slides from an Outline
- Sending Slides to Microsoft Word

Lesson 4: Additional PowerPoint Features

- Customizing PowerPoint Toolbars
- Other Customization Options
- Automating Slide Production
- Using AutoCorrect and the Style Checker

Lesson 5: Building Interactive Presentations

- Creating Hyperlinks
- Creating Interactive Objects
- Working with Slide Show Options
- Using the Meeting Minder

Lesson 6: Collaborating on the Web

- Exploring Online Meetings
- Broadcasting Presentations
- Delivering Presentations