



# MS Powerpoint

## Level 2

**YOUR PARTNER IN EXCELLENCE**

## Customizing a presentation

- ❖ Applying a theme to a presentation
- ❖ Modifying theme colors, fonts and effects
- ❖ Creating custom theme colors
- ❖ Creating a custom theme
- ❖ Adding background styles and effects
- ❖ Adding a graphic to a slide background
- ❖ Modifying a background image
- ❖ Rearranging a presentation in slide sorter view
- ❖ Rearranging a presentation in normal view
- ❖ Duplicating slides
- ❖ Deleting slides
- ❖ Working with the slide master

## Animation techniques

- ❖ Applying animation effects
- ❖ Setting effect options
- ❖ Using the animation painter
- ❖ Using the animation pane
- ❖ Adding slide transitions
- ❖ Using transition triggers

## Working with data from other sources

- ❖ Importing an excel document into a slide
- ❖ Modifying an embedded excel chart
- ❖ Inserting a word document into a slide
- ❖ Adding audio to slides
- ❖ Adding video to slides
- ❖ Trimming video
- ❖ Formatting video
- ❖ Exporting a presentation to word

## Managing and delivering a presentation

- ❖ Setting up a slide show
- ❖ Using slide show navigation tools
- ❖ Creating action buttons
- ❖ Rehearsing timing
- ❖ Using package for cd
- ❖ Delivering a package for cd presentation
- ❖ Working with embedded fonts
- ❖ Managing files and folders
- ❖ Creating a custom slide show
- ❖ Using presenter view

## Presenting on the web

- ❖ Using hyperlinks
- ❖ Using actions for navigation
- ❖ Saving slides as web graphics
- ❖ Delivering an online presentation
- ❖ Saving a presentation as a video

## Workgroup collaboration

- ❖ Emailing a presentation
- ❖ Adding and reviewing comments
- ❖ Editing and deleting comments
- ❖ Setting a default file location
- ❖ Password protecting a presentation
- ❖ Inspecting presentations
- ❖ Checking document compatibility
- ❖ Checking document accessibility
- ❖ 6.9 changing presentation properties
- ❖ Lesson summary – workgroup collaboration
- ❖ Lesson 6 quiz
- ❖ Lab 6 – on your own
- ❖ Class project – a wedding to remember
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