



POWERPOINT INTERMEDIATE

Course length: 1 day (6 hours)

Overview: This course will show you how to use themes, colors and fonts, create and apply master slides, as well as adding tables and charts into your presentations.

Prerequisites: PowerPoint Introduction or equivalent experience.

Note: Students will be provided with a flash drive to save their exercise files.

COURSE OUTLINE

Formatting Presentations with Themes

- Applying a Theme to a Presentation
- Changing Theme Colors
- Changing Theme Fonts

Changing Slide Backgrounds

- Selecting a Theme Background
- Applying a Custom Background

Working with a Different Slide Layout

Inserting a Date, Footer, and Slide Numbers

Linking to Web Pages and Other Programs

- Adding a Text Hyperlink
- Adding a Graphical Hyperlink
- Adding an Action to a Slide
- Testing Links in a Slide Show

Working with Sections

Customizing Slide Masters

- Applying a Theme to a Slide Master
- Moving and Resizing Placeholders on a Slide Master
- Adding New Elements to a Slide Master
- Creating a Custom Layout Master

Creating Tables

- Inserting a Table
- Drawing a Table

Using an Excel Worksheet in PowerPoint Modifying Table Layout

- Adding Rows and Columns
- Deleting Rows or Columns
- Moving Rows and Columns
- Resizing and Distributing Rows and Columns
- Merging and Splitting Table Cells

Formatting Tables

- Changing Table Text Alignment and Orientation
- Applying a Quick Style to a Table
- Turning Table Style Options On or Off
- Adding Shading to Cells
- Adding Borders to Table Cells
- Adding Special Effects to a Table
- Adding an Image to a Table
- Arranging a Table with Other Objects

Building Charts

- Inserting a Chart from a Content Placeholder
- Choosing a Different Chart Type
- Applying a Different Chart Layout

Formatting Charts with Quick Styles

Modifying Chart Data and Elements

- Editing a Chart's Data
- Adding and Deleting Chart Elements
- Adjusting and Formatting Chart Axes

Manually Formatting a Chart

- Positioning Chart Elements
- Resizing and Moving a Chart
- Changing the Fill of the Chart Area
- Applying a Border to the Chart Area
- Applying Formatting Effects
- Formatting a Chart's Data Series
- Adding a Hyperlink