

# Powerpoint For Business Level II

## Course Overview



The Advanced PowerPoint class concentrates on the most common topics that we see NYC businesses using on a daily basis. When you are finished with this class you will be able to create a reusable PowerPoint Template, make an easily updatable, engaging, consistent presentation, deliver a presentation without difficulty, feel comfortable with importing slides from other presentations, movies, images, smart art & word outlines, be the "go to" person for PowerPoint questions in your office and collaborate on presentations. This class is perfect to those seeking to feel comfortable with most PowerPoint office tasks, those looking to interview for positions that require up to an advanced level of PowerPoint, and those going into the Administrative, Advertising, Marketing or Business industries. This class is relevant to PowerPoint 2007, 2010 and 2013.

### **I. Designing**

---

- 1) Slide Masters
- 2) Themes and Templates

### **II. Collaborating**

---

- 3) Using Outlines
- 4) Reusing Slides

### **III. Commenting**

---

- 5) Adding Comments
- 6) Replying to Comments

### **IV. Navigation**

---

- 7) Hyperlinks
- 8) Action Buttons

### **V. Using Multimedia**

---

- 9) Video
- 10) Audio

### **VI. Layered Objects**

---

- 11) Aligning
- 12) Distributing
- 13) Grouping

### **VII. Charts from Excel**

---

- 14) Paste
- 15) Paste Special Paste
- 16) Paste Special Paste Link

### **VIII. Tables from Excel**

---

- 17) Paste
- 18) Paste Special Paste
- 19) Paste Special Paste Link

### **IX. Custom Shows**

---

- 20) Building Custom Shows
- 21) Running Custom Shows

### **X. Recording a Slideshow**

---

- 22) Slide Timings
- 23) Narration