

PowerPoint 2010 Advanced

Modality: On Demand

Duration: 3 Hours

About this course:

PowerPoint is the main programming for editing and building visual presentations. The application of business presentation, PowerPoint is the Microsoft program makes easy the formation of on-screen slides, audience handouts, speaker's notes, and a preview on all in a solitary file of the presentation.

PowerPoint is a standard of all types of businesspeople as any individual who wants to create a presentation has to realize how to viably utilize this product. PowerPoint encourages you to make visual setups to go with and improve your skills.

Course includes:

- Create Layouts as Part of a Theme
- PPT from Word Outline
- Linked Chart from Excel
- Convert Text to SmartArt
- Position Dates on All Title-Slides
- Position of Date for All Slides
- Customize Templates
- Convert Pictures to SmartArt
- Insert Smart Art
- Position Date on One Slide
- Chart Embedded from Excel
- Bullets to Picture SmartArt
- Animation Painter
- Rehearse Timings
- Animation Sequences
- PPT Chart from Scratch
- Intro to Multimedia
- Notes and Notes Pages
- Bookmarks for Animation
- Word Handouts from PPT
- PPT Prints Handouts
- Save As Video
- Custom Shows
- Action Buttons
- Save As a Show
- Email Your File
- Slideshow Keys
- Photo Album
- Insert Audio

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Audience:

Everyone is part of the business world and interested in PowerPoint.

Requirement:

PowerPoint 2010 Beginner or earlier versions

Course Outline: