

Designing a Presentation, Part 2: Enhancing PP

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Prerequisites: This course assumes some familiarity with PowerPoint and Keynote. This course is part of a 3 part learning series. The courses should be taken in the following order; Designing a Presentation: PowerPoint; Designing a Presentation: Enhancing PowerPoint and Designing a Presentation: Keynote.

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Course description: PowerPoint is Microsoft's leading presentation software and Keynote is Apple's presentation solution for the Mac, learn both in this 3 part learning series. Coverage includes working with master slides, inserting tables, photos, and graphics, enhancing PowerPoint and Keynote slides with audio and video, and adding transitions and animation to a presentation.

Course outline:

Photos, SmartArt, & Shapes

- Introduction
- Inserting a Photo or Clip Art
- Using SmartArt Graphics
- Inserting a Shape
- Summary
- Building a Custom Animation
- Creating a Custom Slide Show
- Summary

Adding Charts & Formatting

- Introduction
- Adding a Chart
- Choosing a Chart
- Formatting a Picture
- From Borders to Effects
- Formatting a Shape
- Fill, Outline, & Effects
- Summary

Enhancing with Audio & Video

- Introduction
- Inserting an Audio File
- Inserting an Online Sound Clip
- Recording Narration
- Configuring Audio Playback
- Inserting a Video File
- Configuring Video Playback
- Summary

Dynamic PowerPoint Slides

- Introduction
- Inserting a Hyperlink
- Adding an Action Button
- Setting up a Slide Transition
- Using Predefined Animations
- Applying Preset Animations