Designing a Presentation, Part 1: PowerPoint

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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:

Creating a New Presentation
• Introduction
• Creating a New Presentation
• Adding a Slide & Slide Data
• Reusing Slides
• Building PowerPoint Tables
• Modifying Tables
• Summary

Outlines, SlideMaster, & Headers
• Introduction
• Build Projects From an Outline
• Importing Outlines From a File
• Tools for the Outline View
• Working with the Slide Master
• Creating Custom Layouts
• Slide Headers & Footers
• Summary

Add Theme, Format, & Rearrange
• Introduction
• Applying a Slide Theme
• Create a Custom Theme
• Formatting Slide Text
• Efficiency Techniques
• Selecting & Rearranging Slides
• Summary

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