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

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

• Building a Custom Animation
• Creating a Custom Slide Show
• Summary