Course Outline

Best of PowerPoint 365-2019-2016
(Includes best features from PPT Level-1 & 2)

Getting Started with PowerPoint
- Explore the User Interface
- Explore PPT Views in Detail
- Customize the Quick Access Toolbar
- Navigate and View a Presentation
- Show Rulers, Guides and Gridlines

Creating a New Presentation
- Insert a New Slide
- Learn Efficient Data Entry
- Apply Built in Themes

Making Global Edits with the Master Slide
- Display a Graphic Globally
- Global Changes to Slide Background
- Global Changes to Bullets
- Global Changes to Text Boxes
- Global Changes to Font Properties
- Global Changes to Footer Elements

Formatting Text on Slides
- Apply and Format Bullets
- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

Adding Graphical Objects
- Insert Pictures
- Remove Picture Background
- Insert Icons
- Insert 3D Models
- Insert SmartArt

Modifying Objects
- Draw Shapes Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Adding Tables to a Presentation
- Create a Table
- Format Tables

Adding Excel Data to a Presentation
- Insert Excel Worksheet Object
- Create Link to the Source Data

Inserting Charts in a Presentation
- Create a Chart
- Edit Chart Data
- Modify a Chart

Adding Animation Effects
- Add Text Animation
- Text Animation with Dimming Option
- Add Chart Animation
- Add Custom Path Animation
- Add Multiple Animations
- Add Multimedia Elements-Video

Adding Transitions
- Add Transitions to Slides
- Add Transitions to Objects
- Understand Transition Options

Customizing a Slide Show Presentation
- Shortcuts for Running a Show
- Create a Self-Running Slide Show
- Set Up a Closed-Loop Slide Show

Customizing a Design Template
- Create a Custom Background
- Customize Slide Master Design
- Customize Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master
- Create a Custom Design Template
- Create a Custom Design Theme