



## Course 142 – Microsoft PowerPoint Advanced

Duration: 2 days

### Course Benefits

PowerPoint is the world's most powerful presentation software. This Microsoft PowerPoint training course covers advanced topics that allow users to get the most of this software, whether they are beginners or experts.

### Course Content

#### Modifying the PowerPoint Environment

- Customize the user interface
- Set PowerPoint options

#### Customizing Design Templates

- Create and manage sections
- Modify slide masters and slide layouts
- Add headers and footers
- Modify the notes master and the handout master

#### Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

#### Working with Media and Animations

- Add audio to a presentation
- Add video to a presentation
- Customize animations and transitions

#### Collaborating on a Presentation

- Add comments to a presentation
- Review a presentation
- Store and share presentations on the web

#### Customizing a Slide Show

- Annotate a presentation
- Set up a slide show
- Create a custom slide show
- Add hyperlinks and action buttons
- Record a presentation

#### Securing and Distributing a Presentation

- Secure a presentation
- Broadcast a slide show
- Create a video or a CD

### About ActiveLearning, Inc.

ActiveLearning is the Philippines' leading provider of Information Technology and Project Management education, where thousands of students take courses from Application Development to Project Management to Network Security, and much more. Our courses are taught by expert instructors, and learning is enhanced through a blend of in-depth lectures, workshops, and hands-on exercises.