

HACKERU¹
PRO UPDATE NEEDED



Advanced Power Point

AC103

8

Academic Hours

Advanced Power Point

Outline

This Advanced Microsoft Power Point training class is designed for students to integrate complex content like charts and presentation diagrams to animate the parts information presentation and control its timeline.



Target Audience

Professionals that using a computer to create presentations and transfer of content as part of his work and has previous experience in making presentations



Prerequisites

Intermediate level of Power Point





Content

Module 01

Slide design, action buttons & links

Create interactive presentation by links between the presentation and the presentation to external information sources

- Slide design
- Themes
- Creating action buttons
- Adding a link to an object or text with the hyperlink window

After completing this module, students will be able to:

- Use slide designs and themes.
- Use action buttons and links in the same file or/and in other files.
- Use action buttons & links to the web sites

Module 02

Charts and Diagrams

This module explains how to add charts and diagrams

- Create a chart
- Different ways to display information in a graphical way
- Copy a chart from Excel to other programming
- Editing the structure and contents of a SmartArt graphic

After completing this module, students will be able to:

- Show different ways to display information in a graphical way

Module 03

Animation

This module explains how to work with animation

- Simple animation objects
- Slide transition
- Slide timeline management
- Automated scheduling
- Manual timing

After completing this module, students will be able to:

- Upgrading presentation by adding animation to different parts. Timing control the gradual performance objects & various effects



Integrate
complex content
like charts and
presentation
diagrams to animate
the parts information
presentation”



Content

Module 04

Working with multimedia presentation

This module explains how to add multimedia to the presentation

After completing this module, students will be able to:

- Multimedia compression
- Adding multimedia: movies and sounds
- Startup options for multimedia files

Module 05

View the presentation

This module explains different ways to show the presentation

- Presenter view
- Comments

After completing this module, students will be able to:

- Different timing to the presentation
- View a presentation on the concatenating assignment

Module 06

Add and edit photo album

This module explains how to add many photos with the same design

After completing this module, students will be able to:

- Add and edit many photos automated

Module 07

Different ways to save your presentation

This module explains how to save the presentation for different uses

- PPS, PDF etc.
- Different versions

Module 08

Different ways to print information in a presentation

- Slide printing
- Handouts
- Notes printing

After completing this module, students will be able to:

- Print for different purposes



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