



POWERPOINT ADVANCE

SYLLABUS



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CYPAD SERVICES LIMITED

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Section 1: Advanced PowerPoint Features

Lesson 1.1: Setting PowerPoint Options

Personalize Options

Proofing Options

Save Options

Trust Center

Advanced Options

Resources

Lesson 1.2: Working with Multiple Shows

Basic Custom Shows

Linked or Hyperlinked Custom Shows

Creating, Editing, Copying, and Deleting Shows

Setting Show Options

Merging Your Presentation with Another

Lesson 1.3: Delivering a Presentation

Copying a Presentation to a CD or Folder

Opening Packaged Presentations

Delivering a Presentation on a Computer

Section 2: Links and Objects

Lesson 2.1: Creating Photo Albums

Creating a Photo Album

Inserting Pictures and Images

Text, Captions, and Picture Order

Picture Layout, Frame Shape, and Design Templates

Changing Color Effect

Putting it all Together

Lesson 2.2: Creating Links

Link Part of a File

Link an Entire File

Inserting Hyperlinks

Change and Remove Hyperlinks

Lesson 2.3: Editing Links

Updating Linked Information

Open and Edit Source Files

Cancelling Links and Changing the Source

Creating Action Buttons

Lesson 2.4: Using Objects

Create a New Embedded Object

Embedding Part of a File

Embedding an Entire File

Edit Embedded Objects

Section 3: Finishing a Presentation

Lesson 3.1: Inspecting a Presentation

Launching the Document Inspector

Running the Document Inspector

Lesson 3.2: Sharing Your Presentations

Publishing Slides

Saving Slides to a Workspace

Lesson 3.3: Working As a Team

Inserting, Editing and Deleting Comments

Mark Presentations as Final

Section 4: Advanced Topics

Lesson 4.1: Creating Voice Narrations

Checking the Settings

Link and Embed Voice Narrations

Record and Delete Narrations

Lesson 4.2: PowerPoint and Windows

Using Office Diagnostics

Section 5: Creating Masters

Lesson 5.1: Introduction to Slide Masters

Types of Masters

Using the Slide Master Tab

Using the Notes Master Tab

Using the Handout Master Tab

Lesson 5.2: Creating Masters

Create a Master Slide

Creating a Master Note

Creating a Master Handout

Lesson 5.3: Using Masters

Apply Master to a Slide

Apply Note and Handout Masters

Removing Masters