

PowerPoint 2010/2013 Adding Animation & Multimedia to a Presentation

Audience	This course is intended for the person who has basic experience with PowerPoint. Students should be able to create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to teach students to design presentations using special effects such as multimedia and custom animations, embed and link objects from other applications, add special features such as diagrams, WordArt, and tables, and give a presentation online using the new Presenter View.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Add multimedia and custom animation to a presentation■ Create and save a custom slide show■ (2013) Present a slide show using presenter view■ Insert embedded and linked objects■ (2013 only) Share presentations through online delivery and collaborate on presentations saved on the cloud■ (2013 only) Create a video from a presentation■ (Optional) Add SmartArt, flow charts, and organization charts■ (Optional) Create tables on a slide
Length	½ day (3.5 hours)

I. Special Effects in a Slide Show

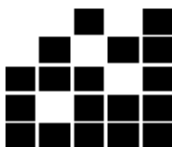
- A. Designing a Presentation
- B. Adding Hyperlinks
- C. Creating an Action Button
- D. Applying Preset Animations
- E. Adding Sounds to Presentations
- F. (2013) Playing Audio in the Background
- G. (2013) Creating Custom Animations

H. Adding Videos/Movies to Presentations

- I. Rehearsing Timing
- J. Producing Custom Slide Shows
- K. (2013) Using Presenter View

II. Sharing Objects from other Applications

- A. Understanding Shared Objects
- B. Inserting Shared Objects
- C. Pasting a Shared Object



- D. Editing an Embedded Object
- E. Editing a Linked Object
- F. Copying from other Programs
- G. Copying to other Programs
- H. Make a Presentation from an Outline

III. Sharing PowerPoint 2013 Presentations

- A. Delivering the Presentation Online
- B. Saving a Presentation to the Cloud
- C. Conducting Live Collaboration on Presentations in the Cloud
- D. Exporting a Presentation to Video

IV. (Optional) Using Special Features

- A. SmartArt Overview
- B. Adding and Modifying SmartArt
- C. Inserting Microsoft WordArt
- D. Adding a Table
- E. Modifying a Table
- F. Formatting a Table
- G. Password Protecting a Presentation
- H. What are Add-ins?