

# PowerPoint 2010/2013 Adding Animation & Multimedia to a Presentation - Online

**Audience** This course is intended for learners with a fundamental skill level using PowerPoint. They should be able to create and edit text slides, format a presentation with the Slide Master, use PowerPoint views to rearrange a presentation, add simple graphics and Clip Art to slides, and present a slide show.

**Description** The course uses a combination of lecture and hands-on practice with independent exercises after class to teach students how to add and customize graphics; add special effects such as sound and video, add custom animations; customize the slide master; and create and apply templates.

**Objectives** Upon successful completion of the class, students should be able to:

- Add SmartArt, flow charts, and organization charts
- Add and modify graphics in a presentation
- Add transitions and preset animations to a presentation
- Add multimedia and custom animation to a presentation
- Create and save a custom slide show
- Customize and apply the Slide Master
- Create custom layouts in the Slide Master
- Create and apply a template
- Reusing slides

**Length** 3 hours

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## I. Working with Graphics

- A. Adding SmartArt
- B. Drawing Shapes
- C. Selecting Graphics
- D. Adjusting a Graphic's Size and Position
- E. Grouping Graphics
- F. Formatting Graphics
- G. Moving and Copying Graphics
- H. Adding Text to a Graphic
- I. Arranging Overlaying Graphics

## II. Adding Animation and Special Effects to Slides

- A. Apply Preset Transitions
- B. Adding Hyperlinks
- C. Creating an Action Button
- D. Adding Sounds to Presentations
- E. (2013) Playing Audio in the Background
- F. Adding Videos/Movies to Presentations
- G. Apply Preset Animations



- H. Creating Custom Animations
- I. Rehearsing Timing
- J. Producing Custom Slide Shows

### **III. Customizing the Slide Master and Templates**

- A. Slide Master Overview  
(Review)
- B. Customizing a Slide Master
- C. Formatting an Individual Slide
- D. Creating Custom Layouts
- E. Adding another Slide Master
- F. Using Slide Masters in a  
Presentation
- G. Applying a Template
- H. Creating a Template
- I. (Optional) Saving Slides for  
Reuse
- J. (Optional) Reusing a Slide in a  
Slide Library