

PowerPoint 2007/2010 Adding Animation & Multi-Media to a Presentation - Online

Audience	This course is intended for the person who has experience with PowerPoint and Windows. 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 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 to add and customize graphics; add special effects such as multi-media and custom animations; customize the slide master; and create and apply templates.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ 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

I. Working with Graphics	II. Adding Animation and Special Effects to Slides
A. Adding SmartArt	A. Apply Preset Transitions
B. Drawing Shapes	B. Adding Hyperlinks
C. Selecting Graphics	C. Creating an Action Button
D. Adjusting a Graphic's Size and Position	D. Adding Sounds to Presentations
E. Grouping Graphics	E. Adding Movies to Presentations
F. Formatting Graphics	F. Apply Preset Animations
G. Moving and Copying Graphics	G. Creating Custom Animations
H. Adding Text to a Graphic	H. Rehearsing Timing
I. Arranging Overlaying Graphics	



- I. 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