

Microsoft PowerPoint Experienced

Course Content

Designed for the more creative and adventurous users of PowerPoint who are looking to use some of the more advanced features.

- Tips and Shortcuts
- Special techniques for text and drawing
- Understanding and Editing Master slides
- Inserting Graphs and additional graphing techniques
- Custom animation settings
- Hyperlinks and Action buttons
- Stylechecker and Autocorrect
- Integration with other Windows applications
- Meeting Minutes and Action Items
- Slide shows explored

