

# PowerPoint Advanced Course Outline

Day 1	Day 2
<p>Module 1 – Work with Slide Masters</p> <ul style="list-style-type: none"> <li>• View slide masters</li> <li>• Modify slide masters</li> <li>• Override slide masters</li> <li>• Use multiple masters</li> </ul>	<p>Module 4 – Use Multimedia</p> <ul style="list-style-type: none"> <li>• Add sounds</li> <li>• Add videos</li> <li>• Use 3D models</li> <li>• Work with transitions</li> </ul>
<p>Module 2 – Customize Design Templates</p> <ul style="list-style-type: none"> <li>• Design custom backgrounds</li> <li>• Use header and footers</li> <li>• Create custom slide layouts</li> <li>• Modify page numbering</li> </ul>	<p>Module 5 – Animate Text and Objects.</p> <ul style="list-style-type: none"> <li>• Animate Text</li> <li>• Animate images</li> <li>• Animate charts</li> </ul>
<p>Module 3 – Importing Content</p> <ul style="list-style-type: none"> <li>• Add slides from other presentations</li> <li>• Import an outline from Word</li> <li>• Organize with outline view</li> </ul>	<p>Module 6 Prepare Your Presentation for Delivery</p> <ul style="list-style-type: none"> <li>• Custom shows</li> <li>• Set timings</li> <li>• Rehearse timings</li> <li>• Use Presenter View</li> </ul>
<p>Appendix A- Use Photo Album</p> <ul style="list-style-type: none"> <li>• Gather pictures</li> <li>• Create photo album</li> </ul>	<p>Appendix B – SmartArt</p> <ul style="list-style-type: none"> <li>• Create SmartArt</li> <li>• Import text to SmartArt</li> <li>• Modify SmartArt</li> </ul>