

PowerPoint Level II

In this advanced PowerPoint class, you'll create a reusable PowerPoint Template, make an easily updatable, engaging, consistent presentation, import charts from Excel, use multimedia and layered objects, and record a slideshow.

Group classes in NYC and onsite training is available for this course.
For more information, email hello@nobledesktop.com or visit:
<https://mimi.nobledesktop.com/classes/powerpoint-advanced>



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Course Outline

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration