

Advanced PowerPoint For Business-2007

last update: 8/4/09

Class Type:

- Can retake the class, for free, up to 3 months.
- Free forum support for 1 year after class
- Hands on, goal based
- Small Classes of 4 to 9 people
- Fast computers, comfortable chairs, convenient location
- Patient, Fun, Experienced Trainer

When you are finished with this class you will be able to:

- Easily handle multimedia files and large files
- Be the “go to” person for PowerPoint questions in your office
- Deliver your presentations in many different forms, including kiosk, web and interactive web presentations
- Collaborate on presentations

Examples of people who will benefit greatly from this class:

- Those that have fundamental knowledge of PowerPoint but would like to take their presentations to the next level.

Prerequisites:

- PowerPoint for Business of similar knowledge.
- Please note that attempting to bypass the prerequisite knowledge and “skipping ahead” will reveal itself quickly and you will not be able to take advantage of the more advanced features.



Outline:

Lesson 1

Consistency and shortcuts when creating large presentations

Multiple masters slides

Reusable Templates

Creating a presentation from a Word Outline

Lesson 2

Advanced Navigation

Hyperlinks

Jumping to a Web Page

Jumping to another presentation

Using the Hyperlink to Create an Email

Accessing external applications within slideshow

Adding Action Buttons

Lesson 3

Multimedia

Inserting MPEG, MPEG2, or AVI Video

Playing Audio Across Multiple Slides

Inserting and controlling Flash Content

Adding Quicktime Movies

Lesson 4

Tables

Using Tables

Dealing with large tables of data from Excel or Word

Lesson 5

Advanced Collaboration Techniques

Multiple users building 1 document at the same time

Adding Comments

Lesson 6

Delivering Your Presentation

Speaker Notes

Custom Shows

Setting Up a Slide Show to Run Automatically

Recording a Narration

Take a Presentation on the Road

Lesson 7

Advanced Options while Delivering Presentations

Perfecting the timing of a presentation

Exporting to HTML and uploading to web hosting

Lesson 8

Good Design for non-designers

Design examples of good presentations

Taking the time to design well

Techniques that work well

Things to stay away from; Project

Lesson 9

Misc Options

Setting up Preferences

Preparing a File for Distribution

Printing preferences

Notes and Handout Masters

Advanced font issues

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