# Advanced PowerPoint for Business

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 contact@nyimtraining.com or visit: https://training-nyc.com/courses/advanced-powerpoint-classes



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# Course Outline

**Designing & Customizing PowerPoint Themes**
- Using the Slide Master
- The Slide Master vs Slide Layouts

**Theme Colors**
- Color: Best Practices
- Creating a Color Theme

**Theme Fonts**
- Fonts: Best Practices
- Creating a Font Theme
- Using Non-Standard Fonts

**Slide Backgrounds**
- Changing an Individual Slide's Background
- Changing Slide Backgrounds in the Slide Master

**Styling Text & Lists**
- Line Spacing Options
- Styling Text & Lists

**Slide Layouts**
- Customizing Slide Layouts
- Adding a Logo to Every Slide
- Creating & Deleting Slide Layouts

**Header & Footer**
- Adding Header & Footer Content
- Header & Footer Placeholders on the Slide Master

**Saving a Custom PowerPoint Theme**

- Creating a Custom PowerPoint Theme
- Setting the Default Theme

**Animations**

- Transitions vs Animations
- Animating Bullet Points
- Animating Objects
- Entrance, Emphasis, & Exit Animations
- Multiple Animations on One Object
- Ordering Multiple Animations

**Animating Charts**

- Animating a Bar Chart
- Animating a Line Chart

**Morph Transition**

- How Morph is Different Than All Other Transitions
- How To Use the Morph Transition

**Adding Video**

- Adding Online Videos (like YouTube videos)
- Adding Video Files

**Charts**

- Copying/Pasting Charts From Excel
- Updating the Chart Data
- Formatting Charts & Chart Elements
- Saving a Chart Template

**Bringing in Tables from Excel**

- Bringing in a Table from Excel with a Link
- Bringing in a Table from Excel with No Link

**Links**

- Linking to a Website: Adding a Hyperlink
- Creating an Email Link

**Quick Access Toolbar**

- What is the Quick Access Toolbar?
- Customizing the Quick Access Toolbar

**Hiding Slides**

- Managing Content with Hidden Slides
- Printing With & Without Hidden Slides
- Saving a PDF With & Without Hidden Slides

**Custom Shows**

- Creating a Custom Show
- Presenting a Custom Show

- Printing a Custom Show

## Commenting

- Adding Comments
- Replying to & Resolving Comments

## Sections

Using Sections to Group Content in Large Presentations