



## Overview

This course suits those wishing to add interest to presentations with multi-media components, In addition, participants will be able to fully control the navigation within a presentation with navigation buttons or image maps As well, adding office application content such as charts, datasheets and tables is studied.

## Prerequisites

PowerPoint 2007 Introduction / Intermediate

## Objectives

- ⊙ Use custom animation features for more presentation control
- ⊙ Insert tables, datasheets and charts
- ⊙ Edit transparencies of images for better viewing of images on coloured backgrounds
- ⊙ Work with various audio and image formats
- ⊙ Understand effects of linking and embedding media
- ⊙ Add multimedia to presentations such as narration
- ⊙ Narrate and rehearse presentations
- ⊙ Set up and package shows for end users

## Outline

### Importing Outlined Text from Word

#### Custom Animation of Text and Images

- Preset vs. custom animation
- Animating text
- Setting animation timings
- Previewing animations

#### Multiple Slide Masters

- Create Additional Slide Masters
- Create New Notes Master
- Create New Handout Master

#### Images and File Formats

- Adding Transparency to an Image
- Using PowerPoint to Set Image Transparency
- Creating Animated Images for Presentations

#### Inserting Tables, Charts and Datasheets from Excel

- Inserting and Formatting Excel Charts
- Inserting an Excel Datasheet as a Table
- Inserting a Table from Word
- Formatting a Table in PowerPoint

#### Adding Navigation to Presentations

- Creating Regularly Shaped Hotspots
- Creating Image Maps
- Creating Image Maps with Irregularly Shaped Hotspots
- Creating a Hotspot on an Image Map

#### Adding Audio and Video to Presentations

- Best Practices for Storage of Media and Presentations
- Adding Prerecorded Audio to a Presentation
- Using a Microphone to Narrate a Slideshow
- Adding Video to a Presentation
- Inserting animated GIFs
- Wrapping an MP3 in a WAV File

#### Getting Ready to Present

- Timings and Transitions
- Setting Timings by Rehearsing
- Activating and de-activating timings during a slide show
- Hiding Slides During a Presentation
- Setting up a Show
- Packaging a Presentation
- Saving a PowerPoint Presentation as a PowerPoint Show
- Embedding Fonts

#### Assembling and / or Creating Content