PowerPoint 2010/2013 Adding Animation & Multimedia to a Presentation - Online

Audience
This course is intended for learners with a fundamental skill level using PowerPoint. They should be able to create and edit text slides, format a presentation with the Slide Master, use PowerPoint views to rearrange a presentation, add simple graphics and Clip Art to slides, and present a slide show.

Description
The course uses a combination of lecture and hands-on practice with independent exercises after class to teach students how to add and customize graphics; add special effects such as sound and video, add custom animations; customize the slide master; and create and apply templates.

Objectives
Upon successful completion of the class, students should be able to:
- Add SmartArt, flow charts, and organization charts
- Add and modify graphics in a presentation
- Add transitions and preset animations to a presentation
- Add multimedia and custom animation to a presentation
- Create and save a custom slide show
- Customize and apply the Slide Master
- Create custom layouts in the Slide Master
- Create and apply a template
- Reusing slides

Length
3 hours

I. Working with Graphics
   A. Adding SmartArt
   B. Drawing Shapes
   C. Selecting Graphics
   D. Adjusting a Graphic’s Size and Position
   E. Grouping Graphics
   F. Formatting Graphics
   G. Moving and Copying Graphics
   H. Adding Text to a Graphic
   I. Arranging Overlaying Graphics

II. Adding Animation and Special Effects to Slides
   A. Apply Preset Transitions
   B. Adding Hyperlinks
   C. Creating an Action Button
   D. Adding Sounds to Presentations
   E. (2013) Playing Audio in the Background
   F. Adding Videos/Movies to Presentations
   G. Apply Preset Animations
H. Creating Custom Animations
I. Rehearsing Timing
J. Producing Custom Slide Shows

III. Customizing the Slide Master and Templates
   A. Slide Master Overview (Review)
   B. Customizing a Slide Master
   C. Formatting an Individual Slide
   D. Creating Custom Layouts
   E. Adding another Slide Master
   F. Using Slide Masters in a Presentation
   G. Applying a Template
   H. Creating a Template
   I. (Optional) Saving Slides for Reuse
   J. (Optional) Reusing a Slide in a Slide Library