

## PowerPoint Advanced (English)

In this class, you will	Learn how to make your presentation more sophisticated. This includes adding tables or worksheets, adding visual enhancements, adding animation, sound, and movies, sharing and delivering your presentation, and customizing, etc.
Topic	<ol style="list-style-type: none"> <li>1. Add Tables <ul style="list-style-type: none"> <li>Inserting and Formatting Tables</li> <li>Inserting and Updating Excel Worksheets</li> </ul> </li> <li>2. Fine-tune Visual Elements <ul style="list-style-type: none"> <li>Editing Pictures/Customizing Diagrams</li> <li>Formatting Charts</li> <li>Arranging Graphics</li> </ul> </li> <li>3. Add Other Enhancements <ul style="list-style-type: none"> <li>Adding WordArt Text</li> <li>Inserting Symbols , Equations and Screen Clippings</li> <li>Creating Hyperlinks</li> </ul> </li> <li>4. Add Animation <ul style="list-style-type: none"> <li>Using Ready-Made Animations</li> <li>Customizing Animation Effects</li> </ul> </li> <li>5. Add Sound and Movies <ul style="list-style-type: none"> <li>Inserting and Playing Sounds and Videos</li> </ul> </li> <li>6. Share and Review Presentations <ul style="list-style-type: none"> <li>Collaborating with Other People</li> <li>Saving Presentations in Other Formats</li> <li>Sending Presentations Directly from PowerPoint</li> <li>Password-Protecting Presentations</li> <li>Adding and Reviewing Comments</li> <li>Merging Presentation Versions</li> </ul> </li> <li>7. Create Custom Presentation Elements <ul style="list-style-type: none"> <li>Creating Theme Colors and fonts</li> <li>Viewing and Changing Slide Masters</li> <li>Creating Slide Layouts</li> <li>Saving Custom Design Templates</li> </ul> </li> <li>8. Prepare for Delivery <ul style="list-style-type: none"> <li>Adapting Presentations for Different Audiences</li> <li>Rehearsing Presentations</li> <li>Preparing Presentations for Travel</li> <li>Saving Presentations as Videos</li> </ul> </li> <li>9. Customize PowerPoint <ul style="list-style-type: none"> <li>Changing Default Program Options</li> <li>Customizing the Ribbon and the Quick Access Toolbar</li> </ul> </li> </ol>
Aimed at...	Those who have attended “PowerPoint Level 1” class already, or Those who have equal experience or knowledge as above.