

# **Cornwall Computer Training**

## **PowerPoint Advanced Objectives for a One-day Course (6 hours)**

**Advanced Slide Masters**

**Creating Custom Layouts**

**Creating Custom Themes**

**Replacing Fonts**

**Reusing Slides from Other Presentations**

**AutoFit Options**

**Creating and Managing Sections**

**Tables in PowerPoint**

**Charts in PowerPoint**

**Advanced Shapes**

**Navigation Links**

- Action Buttons
- Hyperlinks

**SmartArt**

**Design Ideas Tool (365 only)**

**Video and Audio**

**Screenshots**

**Screen Recordings**

**Advanced Transitions**

**Advanced Animations**

**Creating and Managing Comments**

## **Rehearsal Tool**

## **Saving as a PowerPoint Show**

## **Notes and Handout Masters**

## **Custom Shows**

## **Presenter View**

## **Optional Extras:**

- Exporting to Word
- Photo Albums
- Building a Menu Slide
- Hot Spots
- Building an Interactive Quiz