



## **Microsoft Power Point Intermediate Course Outline**

### **Creating a Custom Design Template**

- Define Design Template
- Characteristics
- Create a Custom Color Scheme
- Set Up a Slide Master
- Format Custom Bullets
- Add a Footer
- Modify the Notes Master
- Save a Custom Design Template

### **Adding Organization Charts and Diagrams**

- Working with Organization Charts
- Update an Organization Chart
- Applying a Chart Layout
- Create a Diagram
- Draw a Flowchart

### **Adding Special Effects**

- Add Sound and Movies
- Add Animation
- Emphasize Objects
- Set a Motion Path
- Set the Order of Effects

### **Creating Web Presentations**

- Create a Group Home Page with the AutoContent Wizard
- Hyperlink to a Web Page
- Publish as a Web Page

### **Collaborating in PowerPoint**

- Set Password Protection
- Work with Comments
- Send a Presentation for Review
- Merge Revision Copies
- Apply Reviewer Changes

### **Delivering a Presentation**

- Hyperlink within PowerPoint
- Add an Action Button
- Set Up a Custom Show
- Annotate a Presentation
- Working with Narrations and Slide Timings
- Set Up a Slide Show to Repeat Automatically