

Course Content of Ms Power Point Intermediate Level:

- **Advanced Formatting**
 - Inserting and Formatting SmartArt
 - About SmartArt
 - Creating SmartArt
 - Converting Lists to SmartArt
 - SmartArt Tools
 - Changing Layouts
 - Promoting and Moving List Items
 - Changing Styles and Colors
 - Shapes and Shape Styles
 - SmartArt Charts
 - Creating an Organization Chart
 - Adding Shapes to a Chart
 - Working with Multiple Slide Masters
 - The Edit Master Group
 - Adding a Slide Master to a Presentation
 - Duplicating a Slide Master
 - Applying Masters to Slides
 - Restoring slide-master Placeholders
 - Creating Presentation Sections
 - Page Setup Options
- **Animation, Time Effects and Media**
 - About Animation
 - Animating Text
 - Animating Shapes
 - Modifying Animations
 - Customizing Animations
 - Copying Animations
 - Timing of Animation and Transition Effects
 - Inserting and Formatting Media
 - About Media
 - Adding Sounds Effects
 - Inserting an Audio Object on a Slide
 - Adding Video
 - Online Videos
 - Video Tools

○ **Reviewing Content, Tracking Changes and Saving**

- Proofing your Presentation
- Automatic Spell Checking
- Using the Spelling Pane
- Proofing Options
- AutoCorrect Options
- About Comments
- Adding Comments
- Managing Comments
- Comparing Presentations
- Reviewing Changes
- Saving a Presentation in other Formats
- Available Formats
- Creating PDFs and XPS Documents
- Creating Word Handouts
- About Video
- Creating a Video

○ **Notes and Custom Slide Shows**

- Working with Notes Pages
- About Notes
- Adding Notes to a Slide
- Notes Page View
- Notes Master View
- Adding an extra Notes Page
- Printing Notes Pages
- Configuring, Rehearsing and Presenting Slide Shows
- Presenter View
- Mouse and Keyboard Slide-Show Controls
- Rehearsing Slide Timings
- Creating a Custom Slide Show

○ **Sharing, Collaborating, and Security**

- Protecting your Presentations
- The Info Window
- Making a Presentation "Read-only"
- Protecting a Presentation with a Password
- Sharing your Presentations
- Checking Compatibility
- Checking Accessibility
- Compressing Media
- Saving to a Shared Location
- Saving a Presentation to One Drive
- Inviting others to Share a Presentation