



## **Course:**

# **Microsoft Power Point (Useful Presentation)**

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**Duration:** 1 day

## **Description**

### **• Unit 1: Create professional presentation**

- Templates & Themes
- Photo albums
- Reuse slide

### **• Unit 2: Suggestion command**

- Side Note
- Create 3D button
- Combine presentation with reuse slide
- Building slides from Word outlines
- Import Excel into PowerPoint
- Create action button for open calculation application
- Show YouTube website within presentation
- Insert logo and protect can't delete and can't move.
- Protect slide no. can't delete and can't move.

### **• Unit 3: Advance custom animations**

- Special effect option
- Add Movie and Sound
- Motion path
- Sample presentation
- Presentation for touch screen
- Presentation for LED banner advertising display
- Custom show
- Section header
- Format 2 themes in presentation
- Change mouse to the laser pointer
- Use smart phone control presentation on projector
- Use smart phone like laser pointer
- Specialize setup slide show
- Shortcut and technic for control slide show
- Learn the design principles and using PowerPoint with error