

# PowerPoint X Level 2 Outline

COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN POWERPOINT X?

## **LESSON 1 - ANIMATION TECHNIQUES**

- 1.1 APPLYING ANIMATION SCHEMES
- 1.2 USING CUSTOM ANIMATION 1
- 1.3 ADDING SLIDE TRANSITIONS 1
- 1.4 USING TRANSITION TRIGGERS
- 1.5 REHEARSING TIMING

LAB 1 – ON YOUR OWN

## **LESSON 2 - PRESENTATION OUTPUT**

- 2.1 PREVIEWING A PRESENTATION
- 2.2 PAGE SETUP
- 2.3 PRINTING SLIDES
- 2.4 PRINTING SLIDE OUTLINES
- 2.5 PRINTING SPEAKER NOTES
- 2.6 PRINTING HANDOUTS

LAB 2 – ON YOUR OWN

## **LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES**

- 3.1 IMPORTING AN EXCEL CHART INTO A SLIDE
- 3.2 MODIFYING AN EMBEDDED EXCEL CHART
- 3.3 INSERTING A WORD DOCUMENT INTO A SLIDE
- 3.4 ADDING SOUND TO SLIDES
- 3.5 ADDING VIDEO TO SLIDES
- 3.6 EXPORTING A PRESENTATION TO WORD

LAB 3 – ON YOUR OWN

## **LESSON 4 - MANAGING AND DELIVERING A PRESENTATION**

- 4.1 SETTING UP A SLIDE SHOW
- 4.2 USING SLIDE SHOW NAVIGATION TOOLS
- 4.3 CREATING ACTION BUTTONS
- 4.4 PACKAGING A POWERPOINT PRESENTATION
- 4.5 MANAGING FILES AND FOLDERS
- 4.6 CREATING A CUSTOM SLIDE SHOW
- 4.7 USING MEETING MINDER

LAB 4 – ON YOUR OWN

## **LESSON 5 - PRESENTING ON THE WEB**

5.1 USING HYPERLINKS

5.2 PREVIEWING A WEB PRESENTATION

5.3 SAVING A PRESENTATION AS A WEB PAGE

LAB 5 – ON YOUR OWN

## **LESSON 6 - WORKGROUP COLLABORATION**

6.1 EMAILING A PRESENTATION

6.2 ADDING AND REVIEWING COMMENTS

6.3 EDITING AND DELETING COMMENTS

6.4 SETTING A DEFAULT FILE LOCATION

LAB 6 – ON YOUR OWN

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