



# Enhancing PowerPoint 2010 / 2007 Presentations with Multimedia Elements

## Course Overview

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#### Course Duration:

7 Hours / 1 Day

#### 1 Inserting Sound file and Editing technique

- Inserting Sounds from the Clip Organizer
- Inserting Sounds from a File
- Playing a CD
- Edit Sound Object
- Deleting a Sound

#### 2 Basic Image Editing Technique on PowerPoint

- Understand Photo/image File Formats and Resolutions
- Image Manipulation
- Image Editing
- Creation of Background Images
- Aligning Images
- Positioning Images
- Compressing Images

#### 3 Applying Slide Animation

- Applying Slide Transitions
- Adding Sound to Slide Transitions
- Using Custom Animation
- Adding Entrance Animations
- Adding Emphasis Animations
- Adding Exit Animations

- Customizing a Motion Path
- Applying More Than One Animation
- Changing an Animation Effect
- Removing an Animation Effect
- Changing the Animation Sequence
- Previewing Animations
- Using Animation Triggers
- Changing the Speed of Animations
- Adding Sound to an Animation

#### 4 Applying Slide Transition

- Applying Slide Transitions
- Modifying Slide Transitions Speed
- Adding Sound to a Slide Transitions
- Playing Slides Automatically

#### 5 Inserting Video & Editing technique

- Understand the interface of the Application
- Insert a video on a slide
- Basic video editing technique

#### 6 Voice Narration

- Record a voice narration
- Re-record voice narration
- Pause or stop voice narration during recording
- Delete voice narration or a sound from a slide
- Linking a Flash Movie

#### 7 Drawings and Pictures

- Inserting a Picture from a File
- Inserting Clip Art
- Formatting Clip Art and Pictures
- Inserting Shapes

- Drawing a Line and Pictures
- Formatting a Line
- Grouping Objects
- Ungrouping Objects
- Layering Objects
- Rotate Objects or Flipping Objects
- Guides

#### 8 Adding SmartArt Graphics

- Inserting a SmartArt
- Adding Content to SmartArt
- Formatting a SmartArt
- Inserting an Organization Chart
- Adding a New Shape to Organization
- Changing the Layout of Shapes
- Switching Chart Layout
- Deleting an Organization Chart
- Showing Processes by Using SmartArt

#### 9 Photo Album

- Create a Photo Album
- Add Picture to Photo Album
- Add a Caption to a picture in a Photo Album
- Change the appearance of a picture in a Photo Album
- Remove a picture from a Photo Album

#### 10 Package for CD

- How to view a packaged presentation