



Visual Design for PowerPoint Presentations 2010 / 2007

Course Duration:

7 Hours / 1 Day

1 Give Your Presentation the Look You Want

- Customize a Layout by Removing Placeholders
- Change Layouts When You Create Your Own Masters
- Add a Watermark to Your Slides
- Place Slide Numbers on All Slides
- Replace All Instances of a Font in Your Presentation
- Make a Document Theme the Default for New Presentations
- Create Unique Bullets from Your Own Custom Graphics
- Change the Layout of an Existing Slide
- Add Emphasis by Inserting a Custom Background Image
- Create a Custom Slide Theme

2 Add Impact with Graphics

- Communicate Information with a SmartArt Graphic
- Add Connector Lines to Objects
- Emphasize Images with Borders
- Crop Images to Attract

Attention

- Compress Graphics to Make Presentations Load Faster
- Display Pictures in a Photo Album
- Blend Graphics into the Background
- Add Text to Your Shapes
- Apply 3-D Effects to Make Graphics Stand Out
- Align Graphics Perfectly Using the Grid and Guidelines

3 Using Timesaving Tools

- Paste Slides from One Presentation to Another
- Turn a Word Outline into a PowerPoint Presentation
- Copy Formatting from One Slide to Another
- Translate Words from within PowerPoint
- Turn Your Presentation into a PowerPoint Template

4 Add Sizzle to Your Presentation with Effects

- Highlight Graphics When You Use Custom Shadows
- Create a Link to Go Elsewhere in the Presentation
- Open a Document with the Click of a Button
- Add Motion to Illustrate Your Content
- Make an Entrance with Custom Animations
- Orchestrate an Exit with Custom Animations
- Choreograph Effects to Make a Multimedia Presentation
- Give Your Presentation a Professional Look with

Transition Effects

- Enhance a Transition with a Sound Effect