Course Title: Microsoft PowerPoint II

Course Description:
Advanced topics in PowerPoint, including adding tables and multimedia to presentations.

Course Prerequisite(s):
PowerPoint I

Course Objectives:
Demonstrate adding tables and using advanced multimedia in presentations, using the Slide Master and customizing themes.

Textbook(s):
Microsoft PowerPoint 2013: Level 2
Labyrinth Learning

Lesson Plan – by week or session
Session 1: Preparing a Presentation
- Creating speaker notes
- Editing your presentation
- Printing handouts
- Enhancing Presentation Navigation
- Using hyperlinks in presentations
- Using the slide show toolbar

Session 2: Adding multimedia to presentations
- Understanding multimedia
- Using sound in presentations

Session 3: Multimedia continued
- Creating slideshow timings
- Using Video in presentations

Session 4: Using Tables in Presentations
- Using PowerPoint Tables
- Customizing tables

Session 5: Customizing Themes and Slide Masters
- Customizing document themes
- Using slide masters
- Using action buttons
- Publish as a Web page

Session 6: Course summary
- Review
- Instructor’s discretion