

Microsoft PowerPoint Data Visualization Training

Duration: 1 Day

Description

This course teaches participants to customize the PowerPoint environment and design templates, add SmartArt and charts, work with media and animation, customize slide shows and visualize data series clearly for presentations and decision-making.

Outline

Working with Charts

- Adding charts to slides
- Using chart data sheets
- Changing chart types
- Using chart options
- Creating and modifying SmartArt

Working with Media and Animation

- Adding audio and video to presentations
- Customizing animations and transitions
- Adding animations
- Animating objects and charts

Changing Slide Show Options

- Creating custom shows
- Adding action buttons to slides

Presenting a Slide Show

- Navigating to a specific slide
- Switching to custom shows
- Taking notes during a presentation
- Changing display options

- Using keyboard shortcuts

Working with Masters

- Using slide masters
- Modifying notes masters
- Header and footer options

Working with Other Applications

- Saving a presentation as a PowerPoint Show
- Saving as a web page
- Printing slides
- Sending slides to Word
- Working with linked Excel tables
- Adding hyperlinks to slides

Sample Presentations

- Sales performance presentation

Prerequisites

There are no prerequisites.