

## **PowerPoint Advanced Techniques** *(Modules 5-6)*

### **5 Inserting Office Documents and Multimedia Files**

- ◆ Creating slides from an outline
- ◆ Sending slides to Microsoft Word
- ◆ Working with graphics and multimedia
- ◆ Working with animation
- ◆ Inserting movies and sound

### **6 Interactive Presentations**

- ◆ Creating hyperlinks
- ◆ Creating interactive objects
- ◆ Using HTML as a PowerPoint file format
- ◆ Customising PowerPoint toolbars
- ◆ Other customisation options
- ◆ Using AutoCorrect and Style Checker