

## Advanced PowerPoint Course Outline

- 1. Working with Shapes
- 2. Working with Text Boxes and Pictures
- 3. Adding SmartArt
- 4. Advanced Drawing Tasks
- 5. Adding Tables
- 6. Inserting Audio and Video
- 7. PowerPoint's Research Tools
- 8. Preparing to Use Presenter View
- 9. Using Slide Masters
- 10. Advanced Presentation Tasks