



Infotech Performance Group

Software Training with CEU's

INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

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infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,

for 3.5 Contact Hours

For more information on our courses
or consulting services please visit us
on the Web at:

www.infotech4scripps.com

PowerPoint Advanced

Review

- Working with PowerPoint Views
- Auto layouts – applying and changing
- Tips for working with Text

Copying slides between presentations

Summary slides

Hyperlinks in presentations

Screen Builds

Getting Graphics

- ClipArt gallery
- Searching the web for specific graphics
- Using the Office Clipboard

Getting template files

- Sources for free templates on the web

Understanding the Slide Master

Animation

- Schemes
- Custom Animation

Self-Running Presentations

- Action Buttons

Presentation tips