

PowerPoint: Advanced

| Advanced | |
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| Making changes including: | Draw features including: |
| Modifying slide master, hand-outs and notes master Changing the default template Applying different looks to the same presentation Creating your own templates Taking your presentation on the road Adding animation to your slides Branching between presentations | Aligning and grouping objects Rotating/flipping Creating 3-D objects Send backward and forward Creating special effects with text Using colour and special effects |
| Miscellaneous features including: | |
| Changing defaults and modifying toolbars Linking and embedding objects Advanced slide layout features Setting tabs with the ruler Collaborating on the web Saving as an HTML file Adding video and sound (if available) | |