Enhance your PowerPoint with SmartArt and Pictures

Microsoft PowerPoint PP102
90 Minutes

Course Content

This 90-minute session will help unlock some of the extraordinary PowerPoint options that will help take your slideshow to the next level of excellence! SmartArt graphics provide users with a range from graphical lists, process diagrams, more complex diagrams, and even picture graphics. Next, we will add in pictures showing you the correct ways to resize and format them adding pizzazz to your presentation.

By the end of this class attendees will have an understanding of how to effectively work with SmartArt and pictures.

Lessons include the following:

- Create an organization chart using SmartArt

- Insert and edit text in SmartArt shapes

- Insert pictures into SmartArt shapes

- Convert bulleted list to SmartArt

- Insert pictures into existing slides

- Resize and format pictures

- Change the display order of pictures