

# Microsoft® Excel to PowerPoint

As a knowledge worker, you have a need to produce compelling PowerPoint presentations. You know your data for charts and graphs is already available in Excel. This one-day course will be an opportunity to see how these two great software products from Microsoft can work in concert to be greater than the sum of their parts!

You will learn how to build PowerPoint slide shows with charts, graphs and pivot tables from your Excel data. Learn the secrets of Excel's little known Camera feature to control Excel data as pictures in your PowerPoint files. You will also learn how to create your slide sets from well structured Word documents or Excel outlines, two very efficient techniques to produce slides. You will also explore how to format your slide through the use of corporate themes for maximum impact.

**Duration** 1 Day

## During this one-day dynamic workshop, you will learn about:

### Excel 9:00 to Noon

#### Section 1: Working with Functions and Formulas

- Using Formulas in Excel, Part 1
- Using Formulas in Excel, Part 2
- Exploring Excel Functions
- Using Functions in Excel
- Working with Names and Ranges
- Working with Array Formulas

#### Section 2: Pivoting Data

- Getting Started with PivotTables
- Working with PivotTable Data
- Formatting a PivotTable
- Using the Classic PivotTable Layout
- Advanced PivotTable Tasks
- Using PowerPivot

#### Section 3: Managing Tables

- Working with Tables
- Working with Records and Fields
- Working with Tables and Filters
- Using Excel as a Database

#### Section 4: Charting Pivoted Data

- Getting Started with PivotCharts
- Using the PivotChart Tools Tabs
- Formatting a PivotChart
- Advanced PivotChart Tasks

### PowerPoint 13:00 to 16:30

#### Section 5: Adding Diagrams, Charts, and Tables

- Inserting Tables
- Editing Tables
- Formatting Tables
- Inserting Charts
- Inserting SmartArt
- Formatting SmartArt

#### Section 6: Adding Multimedia to a Presentation

- Inserting Video Files
- Editing Video Files
- Inserting Audio Files
- Editing Audio Files

#### Section 7: Setting up Slide Masters

- Creating a Slide Master
- Using Placeholders
- Using Slide Masters
- Using Handout Masters
- Using Notes Masters