

Microsoft PowerPoint 2016 Advanced

Duration: 1 Day Course Code: PPT16ADV

This course is designed for existing users of PowerPoint who wish to learn to use more advanced features and time savers to transform their presentations into powerful communication tools.

Learning Outcomes

By the end of this course students will be able to work more efficiently with diagrams, create a variety of custom animations, apply motion paths, work with links and embedded objects, create custom shows, merge presentations, insert movies, publish slides, export a presentation to Word and create Macros.

Prerequisites

This course is designed for students with a good working knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

Backstage View

- Using Backstage View
- Common Document Tasks
- Customising the Ribbon
- Inspecting a Presentation
- Encrypting a Presentation
- Using Digital Signatures
- Marking a Presentation as Final
- Checking Compatibility

Photo Albums

- Creating a Photo Album
- Choosing Options

Enhancing a Presentation

- Adding a Smart Art Graphic
- Modifying Smart Art Graphics
- Convert Text to Smart Art
- Insert/Format a Chart
- Change the Chart Data
- Use Artistic Effects
- Insert a Screenshot

Working with Masters

- Using Slide Masters
- The Slide Master Ribbon Tab
- Custom Slide Layouts
- The Handouts Master
- The Notes Master
- Handout/Notes Master Ribbon Tab Features

Special Effects

- Working with Animations
- The Animations Group
- Types of Animations
- Using the Preview Button
- Motion Path Animations

Linking and Embedding Objects

- Linking Part of a File
- Inserting Objects
- Maintaining Links
- Opening and Editing Source Files
- Cancelling Links
- Changing the Source File
- Creating Action Buttons
- Inserting Hyperlinks
- Summary of Link Types

Presentation Tools

- Deliver an On-Screen Presentation
- Using Custom Shows
- Creating Custom Shows
- Managing Custom Shows
- Merge your Presentation with Another
- Link a Custom Show
- Insert Sounds and Movies
- Voice Narrations
- Link and Embed Voice Narrations
- Presenter View
- The PowerPoint Viewer

Shared Presentations

- Sharing Presentations
- Publishing Slides
- Saving a Slide as a Graphic
- Windows Media Player
- Package for CD
- Open a Packaged Presentation
- Export a Presentation to Word
- Fax Slides

Macros

- Macros Overview
- Macro Security
- Creating a Macro
- Visual basic Editor
- Run/Play a Macro
- Save a Macro
- Delete a Macro
- Copy a Macro
- Add a Macro to the Quick Access Toolbar

Design Principles

- Understanding Colour Relationships
- Background Colour
- Colour Purpose
- Using the Appropriate Colour for your Message

