Microsoft PowerPoint 2016 Advanced

Course Details

Course Code: INF1621

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this course on our website
- View the course schedule
- Enquire about this course

Elements of this syllabus are subject to change.

About this course

Microsoft PowerPoint 2016 - Level 2 is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

At Course Completion

After completing this course, students will be able to:

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats
- use the features of PowerPoint to work collaboratively with others

Prerequisites

Microsoft PowerPoint 2016 - Level 2 assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

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- Applying a Theme
- Changing the Theme Colours
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Slide Masters

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- Understanding Online Pictures
- Working With PowerPoint Designer
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- Understanding Animation
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- The Animation Pane
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Setting Up the Show

- About Self Running Presentations
- Recording a Slide Show
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- Rehearsing Timings
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- Creating a Custom Show
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Saving and Sharing Presentations

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- Saving a Presentation as a PDF Document
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- Co-Authoring Documents
- Saving to OneDrive
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- Opening Shared Presentations