



PowerPoint 2016

Level 2

This course takes PowerPoint to the next level. You will learn how to create, modify and apply customized presentation themes, manage your slides efficiently, understand the mystery behind the Slide Master and how to utilize it effectively. You will learn how to insert an Excel worksheet into your presentation, animate texts and objects on your slides, apply cool slide transition effects and incorporate multimedia features like sound and video. These skills will enable you to create a presentation with pizzazz!

Lesson 1 - Customizing a Presentation

- Applying a Theme to a Presentation
- Modifying Theme Colors, Fonts and Effects
- Creating Custom Theme Colors
- Creating a Custom Theme
- Adding Background Styles and Effects
- Adding a Graphic to a Slide Background
- Modifying a Background Image
- Rearranging a Presentation in Slide Sorter View
- Rearranging a Presentation in Normal View
- Duplicating Slides
- Deleting Slides
- Working with the Slide Master

Lesson 2 - Animation Techniques

- Applying Animation Effects
- Setting Effect Options
- Using the Animation Painter
- Using the Animation Pane
- Adding Slide Transitions
- Using Transition Triggers

Lesson 3 - Working with Data from Other Sources

- Importing an Excel Document into a Slide
- Modifying an Embedded Excel Chart
- Inserting a Word Document into a Slide
- Adding Audio and Video to Slides
- Adding a Screen Recording to Slides
- Formatting and Trimming a Video
- Exporting a Presentation to Word

Lesson 4 - Managing and Delivering a Presentation

- Setting Up a Slide Show
- Using Slide Show Navigation Tools
- Creating Action Buttons
- Rehearsing Timing
- Using Package for CD
- Delivering a Package for CD Presentation
- Working with Embedded Fonts
- Managing Files and Folders
- Creating a Custom Slide Show
- Using Presenter View

Lesson 5 - Presenting on the Web

- Using Hyperlinks
- Using Actions for Navigation
- Saving Slides as Web Graphics
- Delivering an Online Presentation
- Saving a Presentation as a Video

Lesson 6 - Workgroup Collaboration

- Emailing a Presentation
- Adding and Reviewing Comments
- Editing and Deleting Comments
- Setting a Default File Location
- Encrypting a Presentation
- Inspecting Presentations
- Checking Document Compatibility
- Checking Document Accessibility
- Changing Presentation Properties
- Sharing a Presentation with Others
- Sharing a Link to a Presentation
- Marking a Presentation as Final