

Microsoft PowerPoint 2016 - Intermediate

General Description

Enhance existing presentations with tables, charts, video clips, audio clips and action buttons. Use themes, slide masters and templates to create consistent presentations quickly and easily.

Learning Outcomes

- Apply a theme, modify theme elements, change the slide background and save a custom theme
- View the slide masters, change the master font, modify bullets and insert an image
- Create, save and use a custom template
- Insert a table, apply a table style, restructure a table and format table data
- Create a chart, change the chart layout, format chart elements and edit a data series
- Insert and modify pictures, screenshots and screen clips
- Enhance pictures via background removal, colour corrections and picture effects
- Insert video and audio clips, optimise and compress media and insert action buttons
- Animate text, objects and SmartArt graphics
- Record a slideshow, set up self-running presentations and create a custom show
- Save a presentation as a PDF file, save a presentation as a video and send a presentation via email
- Co-author presentations, save presentations to OneDrive and share presentations

Duration

One Day

Prerequisite

Basic understanding of Microsoft PowerPoint

Topics

Themes

Slide Masters

Templates

Tables

Charts

Images

Enhancing Images

Media and Action Buttons

Animations and Transitions

Setting Up the Show

Saving and Sharing Presentations

Working Collaboratively