

## Microsoft PowerPoint 2016 - Advanced

### Duration:

One day

### Objective

This Advanced Microsoft PowerPoint 2016 training class is for PowerPoint 2016 users who want to build upon their basic skills.

After completing this course, students will be able to:

Create customized presentations with templates.

Add special effects.

Use the slide, notes, and handout masters.

Create, edit, and import charts.

Manage hyperlinks.

Create custom shows.

Secure and share presentations.

Course details

Course Outline

### Contents

#### Module 1: Customizing Presentations

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

#### Lessons

Applying a Theme

Applying a Background Style

Adding a Footer

Arranging and Printing Sections

Exercise: Adding a Background Image

Exercise: Customizing Your Presentation

After completing this module, students will be able to:

Apply a theme.

Apply a background style.

Add a footer.

Add a background image.

Save a custom theme.

Arrange and print sections of a presentation.

#### Module 2: Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint 2016.

#### Lessons

Working with the Slide Master

Slide Layouts

Formatting Slide Masters and Layouts

Adding a Watermark to Your Presentation

Adding Slide Numbers Using the Slide Master

Inserting a New Slide Master

Preserving a Slide Master

Modifying the Notes Master

Modifying the Handout Master

Adding a Header and Footer to Notes and Handouts

Exercise: Using the Slide Master

After completing this module, students will be able to:

Work with the slide master.

Work with layouts.

Format slide masters and slide layouts.

Add a watermark.

Add slide numbers.

Insert a new slide master.

Preserve a slide master.

Modify the slide master.

Modify the handout master.

Add a header and footer to notes and handouts.

### Module 3: Working with Special Effects

This module explains how to work with special effects in Microsoft PowerPoint 2016.

Lessons

Animating Text and Objects

Working with the Animation Painter

Setting Animation Timing

Animating a Chart

Exercise: Applying Special Effects to a Presentation

After completing this module, students will be able to:

Animate text and objects.

Work with the Animation Painter.

Set animation timing.

Animate a chart.

### Module 4: Using SmartArt

This module explains how to work with SmartArt in Microsoft PowerPoint 2016.

Lessons

Inserting SmartArt Graphics

Modifying Smart Art Graphics

Resizing/Repositioning a SmartArt Object

Inserting Text into a SmartArt Object

Formatting Text in a SmartArt Object

Adding Shapes to a SmartArt Object

Ungrouping SmartArt Objects

Exercise: Working with SmartArt

After completing this module, students will be able to:

Insert SmartArt graphics into your presentations.

Modify SmartArt graphics.

Resize and reposition SmartArt graphics.

Ad text to a SmartArt object.  
Format text within a SmartArt object.  
Add shapes to a SmartArt graphic.  
Ungroup SmartArt objects.

#### Module 5: Multimedia

This module explains how to work with multimedia features in Microsoft PowerPoint 2016.

##### Lessons

Creating a Photo Album  
Adding Captions  
Applying a Theme to Your Album  
Customizing an Album  
Exercise: Creating and Modifying a Photo Album  
Inserting Sounds and Video  
Editing Media Clips  
Exercise: Adding Video to a Presentation

After completing this module, students will be able to:

Create a photo album.  
Add captions to photos in an album.  
Apply a theme to an album.  
Customize the photo album layout  
Insert sound and video in a presentation.  
Edit media clips in PowerPoint.  
Change Multimedia settings.

#### Module 6: Setting Up the Slide Show

This module explains how to work with slide shows in Microsoft PowerPoint 2016.

##### Lessons

Setting Up a Custom Show  
Creating a Hyperlink  
Adding an Action Button  
Jumping to Another Presentation  
Exercise: Presenting a Custom Show  
Using Rehearse Timings  
Navigating within a Slide Show  
Annotating a Presentation  
Creating a Presenter-Independent Slide Show  
Setting Up a Slide Show to Repeat Automatically  
Exercise: Preparing the Slide Show

After completing this module, students will be able to:

Set up a custom slide show.  
Create a hyperlink.  
Add an action button.  
Jump to another presentation.  
Rehearse the timing of your presentation.  
Navigate within a slide show.  
Annotate a presentation.

Create a presenter-independent slide show.  
Set up a slide show to repeat automatically.

#### Module 7: Outlines and Slides

This module explains how to work with outlines and slides in Microsoft PowerPoint 2016.

##### Lessons

Exporting Notes and Handouts to Word

Exporting an Outline to Word

Saving a Presentation as an Outline

Exercise: Exporting an Outline to Word

After completing this module, students will be able to:

Export notes and handouts to Word documents.

Export an outline to a Word document.

Save your presentation as an outline.

Save a slide in your presentation as a graphic.

#### Module 8: Managing Multiple Presentations

This module explains how to manage multiple presentations in Microsoft PowerPoint 2016.

##### Lessons

Merging Multiple Presentations

Reusing Slides from Other Presentations

Viewing Multiple Presentations

Tracking Changes in PowerPoint

Exercise: Reviewing Changes in PowerPoint

After completing this module, students will be able to:

Merge multiple presentations.

Reuse slides from other presentations.

View multiple presentations.

Track and manage changes in PowerPoint.

#### Module 9: Sharing and Securing a Presentation

This module explains how to share and secure a presentation.

##### Lessons

Sharing a Presentation with a Remote Audience

Embedding the Fonts in a Presentation

Inspecting the Presentation

Packaging a Presentation for CD

Using the Power Point Viewer

Exercise: Sharing a Presentation

Encrypting a Presentation

Adding a Digital Signature

Marking a Presentation as Final

Granting Permissions

Compressing Pictures

Sending a Presentation in PDF format

Exercise: Securing a Presentation

After completing this module, students will be able to:

Share your presentation with a remote audience.

Embed fonts in a presentation.

Inspect the presentation.

Package your presentation for a CD.

About PowerPoint Viewer.

Save your presentation for web viewing.

Encrypt your presentation.

Add a digital signature to your presentation.

Grant permissions.

Compress the pictures in your file.

Send your presentation in PDF format.

#### Module 10: Features New since PowerPoint 2013

This module explains how to use PowerPoint comments, motions paths, and the eye dropper.

Lessons

Using Comments

Exercise: Using the Comments Feature

Motion Path Changes

Creating Custom Color with the Eyedropper

After completing this module, students will be able to:

Use PowerPoint comments.

Use Motion Paths.

Use the Eyedropper.

#### Module 11: New Features in PowerPoint 2016

This module explains how to use the Merge Shapes and Ink Equation features.

Lessons

Using Comments

Exercise: Using the Comments Feature

Motion Path Changes

Creating Custom Color with the Eyedropper

After completing this module, students will be able to:

Use PowerPoint comments.

Use Motion Paths.

Use the Eyedropper.

#### Module 12: Cloud

This module explains how to use the cloud in PowerPoint.

Lessons

Using the Cloud

Exercise: Using the Cloud

After completing this module, students will be able to:

Use the Cloud in PowerPoint 2016.

#### **Who should attend**

This course is intended for students who have basic skills with Microsoft PowerPoint 2016 who want to learn advanced-level skills or students who want to learn the topics covered in this course in the 2016 interface.

**Course benefits**

**Additional information**

**Certificates**

All delegates who successfully complete this course will receive a Certificate of Attendance.

**Trainers background**