

## Microsoft PowerPoint 2016 Advanced

**Length:** 1 Day

**Summary:** Customize your presentations, working with objects, advanced working with drawing tools, enhancing the overall look of presentations, creating slide show animations, PowerPoint on the web, macros, and sharing and co-authoring.

**Who Should Attend:** PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

**Experience Needed:** Delegates should have attended Microsoft PowerPoint Introduction, or have relevant experience.

## COURSE CONTENT

### 1: CUSTOMIZING POWERPOINT 2016

- Customizing PowerPoint 2016
- How to change the default format of the blank presentation
- How to change the default language setting
- How to change the default display options
- How to change the default spelling options
- How to change Presentation Properties and information
- How to change the default Save and changing default folder options
- About the Quick Access Toolbar
- How to customize the Quick Access Toolbar
- Add-in programs
- How to Load an add-in program
- How to unload an add-in program

### 2: WORKING WITH OBJECTS

- How to insert a Table
- How to insert Rows/Columns
- How to delete Rows/Columns
- How to merge Cells
- How to add Borders
- How to Color a Table
- Sorting a table in PowerPoint
- Organization Charts
- How to insert an Organization Chart
- How to edit an Organization Chart
- Inserting New SmartArt Elements
- Deleting Shapes
- How to convert a box from one type to another

- How to change shape border and border color
- How to change the fill color of a Shape
- Creating Charts
- How to insert a Chart
- Editing the Chart
- How to change the Chart Type
- How to change Chart Attributes
- How to insert an Excel Worksheet

### 3: ENHANCING A PRESENTATION

- Drawing Options
- Drawn objects have attributes, just like other objects.
- Drawing Shapes
- How to draw circles, squares, and auto shapes
- How to change the fill color of a shape
- How to change the fill effect of a shape
- How to change the line border and border color of a shape
- Editing shapes
- How to resize a shape
- How to type text in a shape
- Group and Ungroup Objects
- Group Objects
- Ungroup Objects

### 4: CONTROLLING THE OVERALL LOOK

- Presentation Designs
- How to apply a Design Theme
- How to apply a Theme and variant color scheme to a presentation
- How to create a custom color scheme for your

slides

- How to add a Textured or Picture Background to your slides
- How to add a Patterned Background to your slides
- Working with Slide Masters
- How to view Slide Masters
- Make a slide that differs from the slide master
- Make an object appear on every slide in the presentation
- Templates and Themes
- How to Open an Existing Template
- How to create your own Template
- How to Download a Template

## 5: SLIDE SHOWS

- Viewing a Presentation
- Normal View
- PowerPoint 2016 Example of Normal View
- Outline View
- PowerPoint 2016 Example of Outline View
- Slide Sorter View
- PowerPoint 2016 Example of Slide Sorter View
- Notes View
- PowerPoint 2016 Example of Notes Page View
- Reading View
- PowerPoint 2016 Example of Slide Sorter View
- Running Slideshows
- Running the show
- Continuous loop
- Transitions
- Timing
- Hidden slide
- Keyboard control
- Build slide
- Electronic presentations
- Hints for creating and running slide shows
- Animating slides
- How to apply transition effects to a slide
- How to add animations to a slide
- How to set slide timings while rehearsing
- How to run a slide show
- Write or draw (annotate) on slides during a slide show
- Erase annotations during a slide show
- Magnify areas of slides during a slide show

- How to create a loop Slide Show
- Package for CD
- Prepare a presentation for use on another computer

## 6: POWERPOINT ON THE WEB

- Remote Presentations
- How to start a Presentation Broadcast
- How to create a Video
- How to publish your presentation as a PDF or XPS
- About hyperlinks in a presentation
- Add, edit, and remove hyperlinks in a presentation
- How to create a hyperlink in a presentation
- How to create an email hyperlink in a presentation
- How to change a hyperlink destination
- How to Change hyperlink text
- How to remove the hyperlink, but not the text or object that represents it
- How to remove a hyperlink and the text or object that represents it
- Set a hyperlink base for a presentation

## 7: USING MACROS IN POWERPOINT

- Automating tasks you perform frequently
- How to show the Developer Tab
- How to create a new macro
- How to edit a macro
- How to run a macro
- How to delete a macro
- How to attach a macro to the Quick Access Toolbar
- How to check presentations for macros that might contain viruses

## 8: SHARING AND CO-AUTHORING

- Sharing and Co-authoring
- About OneDrive