Microsoft PowerPoint 2016

Level 2 (Advanced)   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	This course is is designed for users who are keen to extend their understanding and knowledge of the PowerPoint 2016 beyond creating basic presentations.
What You Will Learn:	At the completion of this course participants should 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

Course Content
The course covers:

Themes
- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

Slide Masters
- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets

- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

Templates
- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

Tables
- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders Applying Shading

Charts
- Understanding Charts
- Inserting a Chart Using the Ribbon

- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing the Layout of Chart Elements
- Applying a Chart Style
- Understanding the Chart Format Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

Images
- Understanding Pictures
- Understanding Online Pictures
- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

Enhancing Images
- Understanding Picture Enhancements

- The Format Picture Pane
- Removing an Image Background
- Applying Colour Corrections
- Recolouring an Image
- Applying a Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping an Image

Media and Action Buttons
- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

Animations and Transitions
- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

Setting Up the Show
- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

Saving and Sharing Presentations
- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device

Working Collaboratively
- Co-Authoring Documents
- Saving to OneDrive
- Sharing Presentations
- Opening Shared Presentations

SCREEN SMART
Software Training & Application Development

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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	This is the most advanced PowerPoint course
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course