PowerPoint 2016© Intermediate

SUTHERLAND TRAINING

caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is designed for users who are keen to broaden their understanding and knowledge of the software. It is ideal for people who work in areas where effective presenting of information is important.

LEARNING OUTCOMES

The skills and knowledge acquired are sufficient to be able to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Themes
Understanding Themes
Applying A Theme
Changing The Theme Colours
Changing The Theme Fonts
Changing The Slide Background
Saving 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 Clip Art And Pictures
Inserting A Picture From File
Inserting An Online Picture
Resizing An Image
Positioning An Image
Inserting Clip Art
Modifying Graphics
Rotating And Flipping Clip Art
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 Online Audio Clip
Formatting Media Clips
Editing Audio Clips
Optimising And Compressing Media
Understanding Action Buttons
Inserting Action Buttons

Animations and Transitions
Understanding Animations And Transitions
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

Duration: 1 day
Class size: 10 max
Times: 9am to 4pm

www.sutherlandtraining.com.au