

POWERPOINT 2010/2013/2016

LEVEL 2

1-day course

Course Code: P152

WHO SHOULD ATTEND?

This course is intended for participants who are familiar with Microsoft PowerPoint.

PREREQUISITES

Microsoft PowerPoint Level 1 or equivalent knowledge.

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Customize slide layouts, create and use multiple themes, add graphics to backgrounds, and share custom themes between presentations.
- Use copied, imported, linked, and embedded data from other presentations and programs to create presentations.
- Use charts and tables to present data graphically.
- Use graphics and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation.
- Add notes and annotations to slides; and use PowerPoint features to rehearse, package, and prepare slide shows for presentation.

COURSE CONTENT

BUILDING PRESENTATION THEMES

Designing Custom Slide Layouts; Using More Than One Theme in a Presentation; Customizing Slide Backgrounds; Sharing Themes Between Presentations; Adding and Managing Sections

SHARING INFORMATION

Copying/Moving Slides and Objects Between Presentations; Creating Presentations Using Imported Text; Creating Hyperlinks; Linking and Embedding Between Microsoft Programs; Comparing and Merging Presentations

ENHANCING PRESENTATIONS WITH CHARTS AND TABLES

Creating Charts; Editing Charts and Chart Data; Linking to Microsoft Excel Charts; Creating Organization Charts; Inserting Tables

ENHANCING PRESENTATIONS WITH GRAPHICS AND ANIMATION EFFECTS

Working with Graphics; Arranging Objects; Using Graphics Effects; Using Animation Effects; Editing Video

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PRODUCING ADVANCED SLIDE SHOWS

Creating Notes and Annotations; Using Hidden Slides and Rehearsing Slide Timings; Packaging Presentations for CD