

## Microsoft PowerPoint 2016 Intermediate

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### Course Description

Microsoft PowerPoint 2016 Intermediate is part of a 2-level study program. This course is designed for participants who wish to extend their understanding and knowledge of PowerPoint beyond creating basic presentations.

### Learning Outcomes

At the completion of Microsoft PowerPoint 2016 Intermediate you 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

### Prerequisites

Microsoft PowerPoint 2016 Intermediate assumes a basic understanding of the software as well as a general understanding of personal computers and the *Windows* operating system.

### Course Duration

The Microsoft PowerPoint 2016 Intermediate course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

### Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

### Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

## Course Contents

### Themes

- Apply a Theme
- Change the Theme Colours
- Change the Theme Fonts
- Change the Slide Background
- Save or delete a Customised Theme

### Slide Masters

- View the Slide Master
- Change the Master Font
- Insert an Image
- Apply Slide Transitions
- Insert Slide Numbers
- Create Custom Slide Layouts
- Modify Slide Layouts

### Templates

- Set a custom template location
- Use an existing template
- Create a template from a template
- Save a custom template
- Modify a template

### Tables

- Insert a table
- Insert rows and columns
- Apply a table style
- Merge and split cells
- Adjust column width and row height
- Format table data
- Apply borders and shading

### Charts

- Insert a Chart
- Change the Chart Type
- Use Quick Layouts
- Apply a Chart Style
- Use the Chart Format pane
- Format Chart Elements
- Edit a data series
- Hide data series

### Images

- Work with PowerPoint Designer
- Insert a picture
- Resize an image
- Move an image

- Rotate and flip images
- Insert a screenshot
- Insert a screen clip
- Create a photo album

### Enhancing Images

- Use the Format Picture pane
- Remove an image background
- Apply colour corrections
- Apply a picture style
- Crop an image

### Media and Action Buttons

- Insert an online video
- Insert an audio clip
- Format media clips
- Edit audio clips
- Optimise and compress media
- Insert action buttons

### Animations and Transitions

- Animate objects
- Apply multiple effects
- Apply motion paths
- Use the Animation pane
- Set the Timing
- Animate SmartArt graphics
- Use Slide Transitions

### Setting up the show

- Record a slide show
- Set up a self-running presentation
- Rehearse timings
- Create a custom show
- Use Presenter View

### Saving and Sharing Presentations

- Package a presentation for CD
- Save a presentation as a PDF
- Save a presentation as a video
- Present a slide show online

### Work Collaboratively

- Co-author presentations
- Share presentations
- Open shared presentations