

## 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.

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## COURSE CONTENT

### 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

### 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

### 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

## 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

## 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

## 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

## 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

## SHARING AND CO-ATHORING

- Sharing and Co-authoring
- About OneDrive