Microsoft PowerPoint 2016
Level 2 Training

Overview:

Microsoft PowerPoint 2016 - Level 2 is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

Learning Outcomes:

At the completion of this course 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:

This course assumes a basic understanding of **Microsoft PowerPoint 2016**, as well as a general understanding of computers and the Windows operating system environment.

Duration:

1 Day

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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