



# Microsoft® PowerPoint 2016 Level 2

**Course Description:** In this course, you will enhance your presentation with features that transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn the advanced features of PowerPoint to create a professional presentation.

**Upon successful completion of this course, students will be able to:**

- Customize the PowerPoint environment
- Customize a design template
- Add tables, SmartArt, and charts to a presentation
- Add animation to a PowerPoint presentation
- Use the various options to customize slide shows
- Use PowerPoint to publish slides to a slide library and secure your presentations
- Finalize a presentation

**Prerequisite:** PowerPoint 2016 Level 1 or equivalent experience with PowerPoint

Course Outline		
<p><b>Work with Tables</b></p> <ul style="list-style-type: none"> <li>• Create a PowerPoint table</li> <li>• Draw a PowerPoint table</li> <li>• Insert a Word/Excel table</li> <li>• Add table effects and borders</li> <li>• Format table text using Quick Styles</li> </ul> <p><b>Work with SmartArt</b></p> <ul style="list-style-type: none"> <li>• Insert/format/resize/reposition a SmartArt object</li> <li>• Add shapes to a SmartArt object</li> </ul> <p><b>Work with Charts</b></p> <ul style="list-style-type: none"> <li>• Insert a Chart object</li> <li>• Edit a Chart</li> <li>• Format a Chart</li> <li>• Resizing a Chart</li> </ul>	<p><b>Apply Special Effects</b></p> <ul style="list-style-type: none"> <li>• Apply an animation effect</li> <li>• Animate text and objects</li> <li>• Set animation timing</li> <li>• Animate a chart</li> </ul> <p><b>Work with Multimedia</b></p> <ul style="list-style-type: none"> <li>• Insert sounds and video</li> <li>• Change multimedia settings</li> <li>• Insert animated GIF's</li> </ul> <p><b>Work with Slide Sections</b></p> <ul style="list-style-type: none"> <li>• Creating sections</li> <li>• Presenting sections</li> <li>• Printing sections</li> </ul> <p><b>Edit Multiple Presentations</b></p> <ul style="list-style-type: none"> <li>• View multiple presentations</li> <li>• Copy text and slides between presentations</li> </ul>	<p><b>Expand a Slide Show</b></p> <ul style="list-style-type: none"> <li>• Create a custom show</li> <li>• Printing custom show</li> <li>• Create a hyperlink</li> <li>• Jump to another presentation</li> </ul> <p><b>Present to a Wider Audience</b></p> <ul style="list-style-type: none"> <li>• Embed the fonts</li> <li>• Compress pictures</li> <li>• Send in PDF format</li> <li>• Present online</li> </ul> <p><b>Edit Slide Masters</b></p> <ul style="list-style-type: none"> <li>• Edit presentation masters</li> <li>• Edit notes and handout masters</li> </ul> <p><b>Export Outlines and Slides</b></p> <ul style="list-style-type: none"> <li>• Export the presentation as a video</li> </ul>