



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>Work with Tables</p> <ul style="list-style-type: none"> • Create a PowerPoint table • Draw a PowerPoint table • Insert a Word/Excel table • Add table effects and borders • Format table text using Quick Styles <p>Work with Charts</p> <ul style="list-style-type: none"> • Insert a chart object • Inserting charts from Excel • Editing chart data and formatting <p>Work with SmartArt</p> <ul style="list-style-type: none"> • Insert/format/resize/reposition a SmartArt object • Add shapes to a SmartArt object <p>Exploring the new Morph Transition</p> <p>Creating Custom Shapes</p>	<p>Applying Special Effects</p> <ul style="list-style-type: none"> • Apply an animation effect • Animate text and objects • Set animation timing • Animate a chart <p>Work with Multimedia</p> <ul style="list-style-type: none"> • Insert sounds and video • Inserting Internet-based video • Change multimedia settings <p>Work with Slide Sections</p> <ul style="list-style-type: none"> • Creating sections • Presenting sections • Printing sections <p>Edit Multiple Presentations</p> <ul style="list-style-type: none"> • View multiple presentations • Copy text and slides between presentations 	<p>Expand a Slide Show</p> <ul style="list-style-type: none"> • Create a custom show • Printing custom show • Using hyperlinks <p>Present to a Wider Audience</p> <ul style="list-style-type: none"> • Embed the fonts • Compress pictures • Send in PDF format • Present online <p>Edit Slide Masters</p> <ul style="list-style-type: none"> • Edit presentation masters • Edit notes and handout masters <p>Export Slides as Videos or Images</p> <p>Inserting and customizing 3D models</p> <p>Using Zoom Slides</p> <p>Removing Backgrounds from Images</p>