

Course 55177A:

Advanced Microsoft PowerPoint 2016

Duration: 1 Day

Course Outline

Module 1: Customizing Presentations

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

Lessons

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections
- Exercise: Adding a Background Image
- Exercise: Customizing Your Presentation

After completing this module, students will be able to:

- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation.

Module 2: Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint 2016.

Lessons

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts
- Exercise: Using the Slide Master

After completing this module, students will be able to:

- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the slide master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

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Module 3: Working with Special Effects

This module explains how to work with special effects in Microsoft PowerPoint 2016.

Lessons

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart
- Exercise: Applying Special Effects to a Presentation

After completing this module, students will be able to:

- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart.

Module 4: Using SmartArt

This module explains how to work with SmartArt in Microsoft PowerPoint 2016.

Lessons

- Inserting SmartArt Graphics
- Modifying Smart Art Graphics
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects
- Exercise: Working with SmartArt

After completing this module, students will be able to:

- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Add text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.

Module 5: Multimedia

This module explains how to work with multimedia features in Microsoft PowerPoint 2016.

Lessons

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Exercise: Creating and Modifying a Photo Album
- Inserting Sounds and Video
- Editing Media Clips
- Exercise: Adding Video to a Presentation

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After completing this module, students will be able to:

- Create a photo album.
- Add captions to photos in an album.
- Apply a theme to an album.
- Customize the photo album layout
- Insert sound and video in a presentation.
- Edit media clips in PowerPoint.
- Change Multimedia settings.

Module 6: Setting Up the Slide Show

This module explains how to work with slide shows in Microsoft PowerPoint 2016.

Lessons

- Setting Up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Exercise: Presenting a Custom Show
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Creating a Presenter-Independent Slide Show
- Setting Up a Slide Show to Repeat Automatically
- Exercise: Preparing the Slide Show

After completing this module, students will be able to:

- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

Module 7: Outlines and Slides

This module explains how to work with outlines and slides in Microsoft PowerPoint 2016.

Lessons

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Exercise: Exporting an Outline to Word

After completing this module, students will be able to:

- Export notes and handouts to Word documents.
- Export an outline to a Word document.
- Save your presentation as an outline.
- Save a slide in your presentation as a graphic.

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Module 8: Managing Multiple Presentations

This module explains how manage multiple presentations in Microsoft PowerPoint 2016.

Lessons

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint
- Exercise: Reviewing Changes in PowerPoint

After completing this module, students will be able to:

- Merge multiple presentations.
- Reuse slides from other presentations.
- View multiple presentations.
- Track and manage changes in PowerPoint.

Module 9: Sharing and Securing a Presentation

This module explains how to share and secure a presentation.

Lessons

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Packaging a Presentation for CD
- Using the Power Point Viewer
- Exercise: Sharing a Presentation
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Granting Permissions
- Compressing Pictures
- Sending a Presentation in PDF format
- Exercise: Securing a Presentation

After completing this module, students will be able to:

- Share your presentation with a remote audience.
- Embed fonts in a presentation.
- Inspect the presentation.
- Package your presentation for a CD.
- About PowerPoint Viewer.
- Save your presentation for web viewing.
- Encrypt your presentation.
- Add a digital signature to your presentation.
- Grant permissions.
- Compress the pictures in your file.
- Send your presentation in PDF format.

Module 10: Features New since PowerPoint 2013

This module explains how to use PowerPoint comments, motions paths, and the eye dropper.

Lessons

- Using Comments
- Exercise: Using the Comments Feature
- Motion Path Changes
- Creating Custom Color with the Eyedropper

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After completing this module, students will be able to:

- Use PowerPoint comments.
- Use Motion Paths.
- Use the Eyedropper.

Module 11: New Features in PowerPoint 2016

This module explains how to use the Merge Shapes and Ink Equation features.

Lessons

- Using Comments
- Exercise: Using the Comments Feature
- Motion Path Changes
- Creating Custom Color with the Eyedropper

After completing this module, students will be able to:

- Use PowerPoint comments.
- Use Motion Paths.
- Use the Eyedropper.

Module 12: Cloud

This module explains how to use the cloud in PowerPoint.

Lessons

- Using the Cloud
- Exercise: Using the Cloud