



MICROSOFT POWERPOINT

PowerPoint 2016 Intermediate (PPT002)

Traditional Learning Pathway



COURSE CONTENTS

REVIEWING THE BASICS

- Types of presentation
- The screen layout
- Panes, panels & views
- Zoom & fit to screen
- Using the Ribbons & QAT
- Working with files
- Using your organisation & 3rd party templates
- Good design rules
- Proofing and checking

WORKING WITH SLIDES

- About slide sizes
- Working with slides & layout
- Importing slides
- Using sections
- Use summary slides
- Using zoom links

WORKING WITH TEXT

- Using Word Art
- Selecting placeholders
- Moving text
- Splitting busy slides
- Text autofit
- Using the text box tool
- Moving text
- Formatting text

DRAWING OBJECTS

- The selection pane
- Using shapes, online pictures, icons & SmartArt
- Add an organisation chart
- Layers & arranging tools
- Rotating & resizing graphics

WORKING WITH IMAGES

- Image file types
- Using images, photographs & screen captures
- Annotating photographs
- Picture compression

A CONSISTENT LOOK

- The Design ribbon tab
- Using design themes
- Changing font, colour and effects
- About design templates
- Create a design template
- Colour schemes
- Backgrounds
- Adding header & footers

MASTER SLIDES

- About masters
- Using a master Slide set
- Working with placeholders
- Changing bullet styles
- Headers & footers
- Add a corporate logo

SLIDE TRANSITIONS

- Using transitions
- Adding sounds and timing
- Pace and rehearsing
- Kiosk mode

ANIMATION

- The animation pane
- Animating text and objects
- Advanced animation
- Adding sound & music

PRESENTING DATA

- Using tables and charts to present data
- Working with charts

USING VIDEO AND AUDIO

- Adding video
- Embed YouTube content
- Adding music
- Adding voice annotations

HYPERLINKS & ACTION BUTTONS

- Hyperlinks
- Action buttons

PREPARING FOR THE SHOW

- Slide sorter view
- Configuring custom shows
- Using hidden slides

PRINTING PRESENTATIONS

- Print preview
- Creating notes, handouts, and outlines

DISTRIBUTING THE SHOW

- Save as formats
- Export to PDF
- Save to the cloud
- Create a movie
- Stream

PRESENTING

- Going mobile with your presentation
- Setting up the projector
- Presenter view
- Tips for the speaker

MICROSOFT POWERPOINT 2016 INTERMEDIATE

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of advanced PowerPoint tasks
- confidence with the Microsoft PowerPoint software
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is an intermediate-advanced level course and assumes some prior knowledge of Microsoft PowerPoint. It is suitable for participants who:

- want to enhance their presentation-creation skills
- want to produce professional looking slideshows presentations
- need to create corporate design templates
- are expected to know advanced features of PowerPoint for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- create professional looking slideshow presentations
- confidently add graphics, video, animation and transition effects to your presentation
- create a corporate design template
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

Big business. Regional business. Remote business. Not for Profit Business. We're the partner you can count on. Let us solve your problem. It's what we do!



intelligent tech | intelligent solutions | intelligent staff

www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870