PROFESSIONAL DEVELOPMENT TRAINING

Microsoft PowerPoint 2016 Advanced Training - Online Instructor-led Training

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REQUEST QUOTE

1.0 DAY COURSE

In this Advanced Microsoft PowerPoint training, you'll learn how to use Microsoft PowerPoint 2016 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

The PD Training Microsoft PowerPoint 2016 Advanced training course is designed to guide the audience by learning how to plan and create dazzling slide presentations using a variety of slide and layout masters that make global changes to your presentation in a snap.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Whether you're basic PowerPoint users or an experienced user, these lessons will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable. If you want to take your PowerPoint skills to a higher level, this is the course for you!

Outcomes

This course will teach you the advanced learning of this industry-standard software. Upon successful completion of this course, students will be able to:

- Modify the PowerPoint Environment
- Customise Design Templates
- Add SmartArt to a Presentation
- Work with Media and Animations
- Collaborate on a Presentation
- Customise a Slide Show
- Secure and Distribute a Presentation

Modules

Lesson 1: Modifying the PowerPoint Environment

- The PowerPoint Options Dialog Box
- Save Options

Lesson 2: Customising Design Templates

- Creating Sections
- Slide Masters
- Headers and Footers
- The Notes Master

Lesson 3: Adding SmartArt to a Presentation

- SmartArt Graphics
- The SmartArt Tools Contextual Tabs

Lesson 4: Working with Media and Animations

- Adding Audio
- Adding a Video from a File
- The Animation Pane

Lesson 5: Collaborating on a Presentation

- Insert Comments
- Show or Hide Mark-up
- Co-Authoring

Lesson 6: Customising a Slide Show

- Annotations
- The Presenter View
- Custom Slide Shows
- Hyperlinks
- The Record Slide Show Dialog Box

Lesson 7: Securing and Distributing a Presentation

- Password Protection
- Present Online
- The Create a Video Option

Talk to our expert team

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