PROFESSIONAL DEVELOPMENT TRAINING

Microsoft PowerPoint 2016 Advanced Training

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REQUEST QUOTE

1.0 DAY COURSE

Using the advanced features of MS PowerPoint 2016 requires an understanding of effective presentation layout and the use of functions such as inserting video and audio, SmartArt, editing and inserting text boxes and pictures, crosslinking and inserting other MS documents, adding and editing tables, editing master slides and much more.

The PD Training Microsoft PowerPoint 2016 Advanced Training Course provides you with the advanced skills and an understanding of more advanced features to enable you to use MS PowerPoint effectively and efficiently like a pro!

This highly valuable and practical training course is now available throughout Singapore.

Contact us today for a group quote.

What You'll Gain:

Whether you're basic 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 extensive training course helps participants develop advanced skills in PowerPoint 2016, so that they gain mastery over it.

After completing this course, participants will have learned to:

- Use smart guides
- Use text fill and outline
- Add text effects
- Insert SmartArt
- Use alignment guides

- Align and distribute objects
- Format a table
- Add a sound and video clip
- Record audio
- Modify rows and columns
- Check spelling
- Use the Research Task Pane
- Use proofing and translating tools
- Prepare their presentations
- Use slide masters
- Share their presentations

Modules

Lesson 1: Modifying the PowerPoint Environment

- The PowerPoint Options Dialog Box
- Save Options

Lesson 2: Customizing 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: Customizing 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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