

Microsoft PowerPoint 2016 Level 2

Brief description & Course outline

Microsoft PowerPoint 2016 - Level 2 is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

At the completion of this course you should be able to:

- o create and work effectively with themes
- o view and modify slide masters
- o create and use custom templates
- o create and work with tables
- o create and work with charts
- o insert and edit images
- o edit inserted images
- o insert and work with different types of media
- o create animations in a presentation
- o set up a presentation for the required presentation mode
- o save and share your presentations in other formats
- o use the features of PowerPoint to work collaboratively with others

Microsoft PowerPoint 2016 - Level 2 assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

Topic Sheets - 117 topics

Methodology - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

Contents

- **Themes**
 - Understanding Themes
 - Applying a Theme
 - Changing the Theme Colours
 - Creating Custom Theme Colours
 - Changing the Theme Fonts
 - Changing the Slide Background
 - Saving a Customised Theme
 - Using a Customised Theme
 - Deleting a Customised Theme
- **Slide Masters**
 - Understanding Slide Masters
 - Viewing the Slide Master
 - Changing the Master Font
 - Modifying Bullets
 - Inserting an Image
 - Applying Slide Transitions to the Slide Master
 - Inserting Slide Numbers
 - Creating Custom Slide Layouts
 - Modifying Slide Layouts
- **Templates**
 - Understanding Templates
 - Setting a Custom Templates Location
 - Using an Existing Template
 - Creating a Template From a Template
 - Saving a Custom Template
 - Creating a Template From a Theme
 - Modifying a Template
 - Using a Custom Template
- **Tables**
 - Inserting a Table Using the Ribbon
 - Inserting Rows and Columns
 - Applying a Table Style
 - Merging and Splitting Cells
 - Adjusting Column Widths
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- Formatting Table Data
- Aligning Table Data
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- Applying Shading
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 - Changing the Chart Type
 - Chart Elements
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 - Formatting Chart Elements
 - Editing a Data Series
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- **Images**
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 - Rotating and Flipping Images
 - Inserting a Screenshot
 - Inserting a Screen Clip
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- **Enhancing Images**
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- **Media and Action Buttons**
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 - Editing Audio Clips
 - Optimising and Compressing Media
 - Understanding Action Buttons
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 - Animating Text
 - Animating Objects
 - Applying Multiple Effects
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 - The Animation Pane
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 - Recording a Slide Show
 - Setting Up a Self Running Presentation
 - Rehearsing Timings
 - Setting Up a Speaker-Led Show
 - Creating a Custom Show
 - Understanding Presenter View
 - Using Presenter View
- **Saving and Sharing Presentations**
 - Packaging Presentations for CD



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- o Saving a Presentation as a Video
- o Sending a Presentation via Email
- o Presenting a Slide Show Online
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- o **Working Collaboratively**
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