



PowerPoint 2016

Advanced Training Course Outline

Diagrams within PowerPoint 2016

- Creating and Formatting an Organisation Chart
- Creating a Cycle Diagram
- Creating a Pyramid Diagram
- Creating a Flowchart Using 'Shapes'
- Editing Flowchart Shapes and Connectors

Charts in PowerPoint 2016

- Chart Title
- Chart Legend
- Data Labels
- Axes Labels
- Changing Chart Type
- Chart Gap and Overlaps
- Using Images in Chart Columns or Rows
- Formatting the Plot and Chart Area Using Graphics
- Axis Scales

PowerPoint 2016 Video and Audio

- Using Video
- Changing the Brightness and Contrast of a Video
- Re-Colouring a Video
- Adding a Poster Frame Image to a Video
- Resetting a Video
- Applying a Video Style
- Playing a Video in a Shape
- Changing the Colour and Weight of a Video Border
- Applying Special Effects to a Video
- Trimming Video
- Video Looping
- Using Audio

PowerPoint 2016 Animation

- Applying Animation Effects
- Animation Triggers
- Using the Animation Painter
- Creating Custom Animation Effects
- Modifying Custom Animation Settings
- Changing the Custom Animation Sequence
- Using Custom Animation to Fade Bulleted Paragraphs
- Animating Chart Columns by Series
- Animating, or Not Animating, the Chart Grid and Legend
- Animating SmartArt

Linking and Embedding In PowerPoint 2016

- Action Buttons - Linking to a Different Slide
- Action Buttons - Linking to a Specific Slide
- Action Buttons - Linking to a URL
- Action Buttons - Linking to Custom Shows
- Action Buttons - Linking to a Different File
- Linking Data into a Slide and Displaying As an Icon Object
- Linking and Updating Objects
- Breaking a Link
- Inserting a Link to a Graphics File
- Embedding Data into a Slide and Displaying It as an Object
- Editing or Deleting Embedded Data

Hyperlinks and PowerPoint 2016

- Creating and Editing Hyperlinks

Merging, Comparing & Exporting within PowerPoint 2016

- Merging All the Slides from One Presentation into another Presentation
- Merging a Microsoft Word Outline into a Presentation
- Comparing Presentations
- Saving a Slide as a Separate Graphics File
- Using the Screen Shot Feature

PowerPoint 2016 Slide Shows

- Creating Custom Slide Shows
- Editing a Custom Slide Show
- Copying and Deleting Custom Slide Shows
- Slide Show Transitions and Timings
- Controlling Slide Show Looping
- Applying Settings So That Slides Advance Manually
- Setting a Slide Show to Use Timings
- Enabling or Disabling Slide Show Animations
- Controlling a Slide Show

Sharing PowerPoint 2016 Presentations

- Marking As Final
- Permissions – Encrypting With a Password
- Converting a Presentation to a Video
- Packing for a CD
- Saving As a PDF Format

PowerPoint Design & Compatibility Issues

- Planning Your Presentation
- Turn Off Your Computer Screen Saver
- Issues Relating to Presentation Timing
- Using Graphics, Diagrams and Charts to Convey Ideas
- Limiting the Level of Detail within a Presentation
- Using a Consistent Design Scheme and Adequate Colour Contrast
- Accessibility Considerations When Designing a Presentation
- Using Alt (Alternative) Text Tags
- The Accessibility Checker
- The Document Inspector
- The Compatibility Checker