



# PowerPoint 2016

## Intermediate Training Course Outline

### PowerPoint 2016 Customizing and Compatibility Issues

- Modifying PowerPoint Options
- Compatibility Issues When Saving a Presentation
- Other File Types You Can Use When Saving a Presentation
- Saving a Presentation as a Template
- Creating a New Presentation Based on a Customized Template

### PowerPoint 2016 Sections

- Creating & Renaming Sections
- Collapsing & Expanding Sections
- Reordering Sections
- Removing Sections and Slides
- Removing Sections

### PowerPoint 2016 Slide Masters

- Inserting Slide Masters
- Editing a Customized Slide Master
- Using Customized Slide Masters

### PowerPoint 2016 Themes

- Applying Themes
- Modifying a Theme and Saving It as a New Theme
- Setting a Theme as the Default Theme
- Deleting a Theme
- Creating and Saving a New Presentation Template
- Modifying a Template

### Formatting Pictures within PowerPoint 2016

- Removing a Picture Background
- Colouring Pictures
- Artistic Effects
- Picture Styles
- Picture Brightness and Contrast

- Compressing Pictures
- Resetting a Picture
- SmartArt & Pictures

### Manipulating Graphics within PowerPoint

- Ruler and Gridlines
- Snapping to the Grid and Grid Spacing
- Positioning a Graphic Relative to the Top-Left Corner of a Slide
- Distributing Graphics Horizontally on a Slide
- Distributing Graphics Vertically on a Slide
- Cropping a Graphic
- Re-Scaling Pictures
- Converting a Clip Art Picture to an AutoShape and Then Editing the AutoShape
- Saving a Graphic as a Graphics File
- Applying a Background Graphic to a Single Slide
- Hiding the Background Graphic on a Single Slide
- Applying a Background Graphic to Multiple Slides
- Hiding the Background Graphics on Multiple Slides
- Applying a Background Graphic to Every Slide
- Hiding the Background Graphic on Every Slide

### Formatting AutoShapes in PowerPoint 2016

- AutoShape Background Fill Effects
- AutoShape Transparency Effects
- AutoShape Shape Effects
- AutoShape Format Painter
- AutoShape Defaults