Advanced Microsoft PowerPoint 2013/2016

Masterclass Programme in developing professional presentations

About this course

This Advanced Microsoft PowerPoint 2013/2013/2016 training class is for PowerPoint users who want to build upon their basic skills and develop professional presentations that will wow the audience and lead to action.

Audience profile

This course is intended for delegates who have basic skills with Microsoft PowerPoint 2013/2016 who want to learn advanced-level skills or delegates who want to learn the topics covered in this course in the 2013/2016 interface.

At course completion

After completing this course, delegates will be able to:

- Create customized presentations with templates.
- Add special effects.
- Use the slide, notes, and handout masters.
- Create, edit, and import charts.
- Manage hyperlinks.
- Create custom shows.
- Secure and share presentations.

Course Outline

Module 1: Customizing Presentations

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience

Lessons

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

| Exercise: | Customizing Your Presentation |
| | Adding a Background Image |

After completing this module, delegates will be able to:

- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation.

Module 2: Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint 2013/2016.

Lessons

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Exercise: Using the Slide Master

After completing this module, delegates will be able to:

- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the slide master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

Module 3: Working with Special Effects

This module explains how to work with special effects in Microsoft PowerPoint 2013/2016.

Lessons

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Exercise: Applying Special Effects to a Presentation

After completing this module, delegates will be able to:

- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart.

Module 4: Using SmartArt

This module explains how to work with SmartArt in Microsoft PowerPoint 2013/2016

Lessons

- Inserting SmartArt Graphics
- Modifying Smart Art Graphics
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Exercise: Working with SmartArt

After completing this module, delegates will be able to:

- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Ad text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects

Module 5: Multimedia

This module explains how to work with multimedia features in Microsoft PowerPoint 2013/2016

Lessons

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Exercise:	Adding Video to a Presentation
	Creating and Modifying a Photo Album

After completing this module, delegates will be able to:

- Create a photo album.
- Add captions to photos in an album.
- Apply a theme to an album.
- Customize the photo album layout
- Insert sound and video in a presentation.
- Edit media clips in PowerPoint.
- Change Multimedia settings.

Module 6: Setting Up the Slide Show

This module explains how to work with slide shows in Microsoft PowerPoint 2013/2016.Lessons

- Setting Up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Exercise: Presenting a Custom Show
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Creating a Presenter-Independent Slide Show
- Setting Up a Slide Show to Repeat Automatically

Exercise:	Preparing the Slide Show

After completing this module, delegates will be able to:

- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

Module 7: Outlines and Slides

This module explains how to work with outlines and slides in Microsoft PowerPoint 2013/2016.

Lessons

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- After completing this module, delegates will be able to:

- Export notes and handouts to Word documents.
- Export an outline to a Word document.
- Save your presentation as an outline.
- Save a slide in your presentation as a graphic.

Exercise:	Exporting an Outline to Word

Module 8: Managing Multiple Presentation

This module explains how manage multiple presentations in Microsoft PowerPoint 2013/2016.

Lessons

- Merging Multiple Presentations
- Reusing Slides from Other Presentations

- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Exercise:	Reviewing Changes in PowerPoint

After completing this module, delegates will be able to:

- Merge multiple presentations.
- Reuse slides from other presentations.
- View multiple presentations.
- Track and manage changes in PowerPoint.

Module 9: Sharing and Securing a Presentation

This module explains how to share and secure a presentation

Lessons

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Packaging a Presentation for CD
- Using the Power Point Viewer
- Exercise: Sharing a Presentation

- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Granting Permissions
- Compressing Pictures
- Sending a Presentation in PDF format

Exercise:	Sharing and Securing a Presentation

After completing this module, delegates will be able to:

- Share your presentation with a remove audience.
- Embed fonts in a presentation.
- Inspect the presentation.
- Package your presentation for a CD.
- About PowerPoint Viewer.
- Save your presentation for web viewing.

- Encrypt your presentation.
- Add a digital signature to your presentation.
- Grant permissions.
- Compress the pictures in your file.
- Send your presentation in PDF format