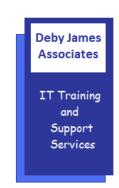# Microsoft PowerPoint 2016
Advanced Course
1 Day

OVERVIEW

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

WHO SHOULD ATTEND

This course is designed for students who are interested in learning the more advanced features which are needed to create a more powerful Microsoft Office PowerPoint presentation.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

RECAP	SMARTART
• Working with Slides	• Insert SmartArt Graphics
• Adding Text and Formatting Text	• Modify SmartArt Graphics
• Slide Shows	
DIFFERENT VIEWS	**IMPORTING FROM OTHER APPLICATIONS**
• Normal View	• Importing / Exporting Data
• Outline View	• Paste Linking
• Slide Sorter View	• Hyperlinks
• Master View	
WORKING WITH TEXT	**DISTRIBUTING PRESENTATIONS**
• Tabs, Tabs in Tables	• Pack and Go
• Indents	
• Headers and Footers	**SLIDE SHOWS**
• Slide Numbers	• Speaker Notes
• Company Logo's	• Slide Transitions
• Action Buttons	• Comments
• Custom Slide Layouts	• Customising Slide Show Options
• Modify Note Master	• Setting up a Slide Show to Repeat
• Modify Handout Master	• Custom Slide Shows