

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Work with presentations more effectively
- \* Learn how to work with sections, slide masters and themes
- \* Work with graphics and images more effectively
- \* Work with Charts, Video and Audio with in a presentation
- \* Create animations in a presentation
- \* Create and use custom templates
- \* Linking and embedding objects in a presentation
- \* Merge, compare and export all or parts of a presentation.
- \* Create custom slide shows
- \* Share presentations in a range of formats.

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system and PowerPoint, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### PRESENTATION DESIGN ISSUES

- \* Planning your presentation
- \* 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

### POWERPOINT 2016 SECTIONS

- \* Creating, Collapsing, Expanding and Reordering Sections
- \* Removing Sections and slides

### SLIDE MASTERS

- \* Inserting slide masters
- \* Editing a customised slide master
- \* Using customised slide masters

### THEMES

- \* Applying, Modifying and saving Themes
- \* Deleting a Theme
- \* Creating and saving a new template
- \* Modifying a template

### FORMATTING PICTURES AND IMAGES

- \* Removing a picture background
- \* Colouring Pictures, Artistic Effects, Picture styles, brightness and contrast
- \* Using the Corrections button
- \* Compressing and resetting a picture
- \* SmartArt and Pictures

### MANIPULATING GRAPHICS

- \* 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 and vertically
- \* Cropping and Re-scaling pictures
- \* Converting a Clip Art picture to an AutoShape
- \* Saving a graphic
- \* Applying and hiding background graphics

### FORMATTING AUTOSHAPES

- \* Background fill effects, transparency effects, shape effects, Format Painter and defaults

### DIAGRAMS

- \* Organisation chart, a cycle diagram, a pyramid diagram, a flowchart
- \* Editing Flowchart shapes and connectors

### CHARTS

- \* Chart title, legend, data labels, axes labels and scales
- \* Changing chart type
- \* Chart gap and overlaps
- \* Using images in chart columns or rows
- \* Formatting the plot and chart area

### VIDEO AND AUDIO

- \* Using Video
- \* Changing the brightness and contrast of 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 and Video Looping
- \* Using Audio

### ANIMATION

- \* Applying animation effects
- \* Animation triggers
- \* Using the Animation Painter
- \* Creating and modifying custom animation effects
- \* Using custom animation to fade bulleted paragraphs
- \* Animating chart columns by series
- \* Animating the chart grid and legend

### LINKING AND EMBEDDING

- \* Action buttons - Linking to a different slide, a specific slide, a URL, Custom Shows or 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

- \* Creating and editing hyperlinks

### MERGING, COMPARING AND EXPORTING

- \* 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

### SLIDE SHOWS

- \* Creating and editing custom slide shows
- \* Copying and deleting custom slide shows
- \* Slide show transitions and timings
- \* Controlling slide show looping
- \* Applying settings so that slides advance manually
- \* Setting slide show timings
- \* Enabling or disabling slide show animations
- \* Controlling a slide show

### SHARING PRESENTATIONS

- \* Marking as Final
- \* Permissions - Encrypting with a password
- \* Converting a presentation to a video
- \* Packing for a CD
- \* Saving as a PDF format