

## MS PowerPoint 2016 Course Outline – Advanced level

### Course Objectives

This advanced MS PowerPoint course is for anyone who wants to get the most out of PowerPoint having used it regularly up to an intermediate level.

### Course Description

By the end of this course you will be able to work with slide masters and hyperlinks. You will also learn how to quickly merge presentations, compare presentations and insert screenshots. You will also learn how to transfer your presentation over to MS Word and create a presentation from Word. Working with tables is included as well as understanding how to work with slideshows and speaker notes. By the end of this course you will be able to create and format a Photo Album. Lastly you will be able to share your presentations, convert presentations and print out handouts.

Estimated Course duration is 45 - 60 minutes. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Slide Masters

Slide master view  
Inserting slide master  
Modifying slide master  
Hand out masters  
Note master  
Adding a watermark

#### Hyperlinks and Action buttons

- Creating hyperlinks
- Adding action buttons

#### Merging presentations

- Merging slide presentations
- Comparing presentations
- Saving Slides as images
- Inserting screenshots
- Transferring to MS Word
- Creating presentations from MS Word

#### Tables

- Inserting tables
- Modifying tables
- Formatting tables

#### Slideshows

- Slide show transition effects
- Slide show animation effects
- Speaker notes
- Slide show tips

#### Photo Albums

- Creating photo albums
- Formatting photo albums

#### Sharing Presentations

- Sharing a presentation
- Real time co-editing
- Conflict resolution
- Version History
- Viewing editing properties
- Document inspector
- Presentation encryption
- Digital signatures
- Converting presentations
- Packaging presentations
- Printing handouts
- Compatibility checker