

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 3 hours. 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