

## MS PowerPoint 2016 Course Outline – Intermediate level

### Course Objectives

This intermediate MS PowerPoint course is for anyone who understands the basics and wants to take their skills up one level. Suitable for those who have used PowerPoint to a basic level.

### Course Description

By the end of this course you will be able to manipulate paragraphs and text alignment. You will also learn how to work with various line spacing and quickly re-use formatted text with the Format Painter. You will also learn how to work with objects and graphics and grouping, resizing, aligning, nudging them and cropping and compressing them. You will be able to fill background colours, apply shape borders, merge shapes and use the eye dropper tool. Lastly you will learn how to embed videos, insert sounds clips and create screen recordings.

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

### Topics covered

#### Getting Started

- Paragraph formatting
- Text alignment
- Modifying bullets and numbers
- Line spacing
- Using outline view
- Setting tabs
- Text Autofit
- Format painter
- Ink annotations
- PowerPoint designer

#### Working with objects and graphics

- Using pictures
- Working with Online Pictures
- Inserting WordArt
- Inserting shapes
- Inserting shape text
- Drawing perfect shapes
- Working with SmartArt
- Inserting charts
- Selecting objects
- Moving and resizing objects
- Copying objects
- Deleting objects
- Grouping and ungrouping
- Aligning objects
- Nudging objects
- Rotating and Flipping objects
- Layering objects

#### Formatting shapes

- Background fill colours
- Shape borders
- Applying shape effects
- Merging shapes
- Eyedropper tool

#### Formatting pictures

- Applying picture effects
- Modifying contrast and brightness
- Re-colour pictures
- Cropping pictures
- Re-scaling pictures
- Resetting pictures
- Compressing pictures
- Setting picture shapes

#### Media clips

- Embedding videos
- Inserting sound clips
- Using pictures instead of the sound icon
- Converting video files
- Screen recording