

# Microsoft PowerPoint 2016 Advanced

**Duration: 1 Day**

This course has been designed for users who already have an understanding of PowerPoint but would like to improve their skills.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## **Review**

- Slide layouts
- Text slides
- Inserting photos
- Drawing shapes
- Slide views

## **Sections**

- Creating slideshow sections
- Managing slideshow sections

## **Presentation Standards**

- Themes
- Slide Masters
- Templates
- Applying backgrounds
- Headers and footers

## **Importing from Other Sources**

- Importing a Word outline
- Importing slides from other presentations

## **Presentation Comments and Review**

- Adding, using and hiding comments on a slide
- Printing comments

## **Slide Show**

- Adding transitions
- Adding Animations
- Using Motion Paths
- Hiding/showing slides
- Presentation options
- Presenter View

## **Custom Shows**

- Creating a custom show
- Showing a custom show
- Managing a custom show

## **Hyperlinks and Action Buttons**

- Creating hyperlinks
- Action settings