

# Microsoft PowerPoint 2016 Intermediate

**Duration: 1 Day**

This course has been designed for users who have a very basic knowledge of PowerPoint. Perhaps they can create a very simple presentation and would like to learn how to use more features.

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.

## Slides

- Working with chart slides
- Working with table slides

## Working with the Presentation

- Slide views
- Deleting slides
- Moving slides
- Printing
- Inserting slides from other presentations

## Drawing Tools

- Slide layout for drawing tools
- Inserting shapes
- Resizing and aligning shapes
- Formatting shapes

## Graphics

- Video slides
- Flowcharts

## Presentation Comments and Review

- Inserting a comment
- Replying to a comment
- Editing and deleting comments
- Expand/collapse comments
- Printing comments

## Presentation Standards

- Themes
- Templates
- Slide masters
- Headers and footers
- Backgrounds

## Importing Data

- Importing data from Word
- Importing data from Excel

## Slide Show

- Transitions
- Animations
- Setting up the slide show
- Running the slide show
- Hiding slides
- Slide show annotations
- Slide timings
- Recording the slide show
- Running the show as a PowerPoint show
- Presenter view

## Custom Shows

- Creating a custom show
- Running a custom show
- Action buttons