

## [PP02-200-2016]: Effective Presentations with PowerPoint 2016

Length	: 1 Day
Audience(s)	: Any information worker who needs to create presentations
Level	: Intermediate
Technology	: PowerPoint 2016
Delivery Method	: Instructor-led (Classroom)

### Course Overview

A course preparing participants to increase office productivity with PowerPoint and learn how to speed up presentation creation, spice up presentation with multimedia and customise slide shows.

### Audience Profile

Any information worker who needs to do presentations.

### At Course Completion

Participants will have the knowledge and application skills in using PowerPoint 2016. The skills include design effective presentations using PowerPoint 2016.

### Pre-Requisites

- Basic knowledge of computer
- Basic knowledge of PowerPoint (any versions)

### Course Outline

#### Module 1: Speeding Up Presentation Creation

##### Lessons

- Plan a Presentation
- Color Scheme and Background
- Formatting Text
- Format slide background
- Apply standard slide design with Themes
- Make universal style changes to every slide in your presentation with Master Slides
- Customizing Slide Layouts
- Working with Templates
- Reuse information in Microsoft Word

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## **Module 2: Spicing Up Your Presentation with Multimedia Lessons**

- Insert tables and charts
- Insert pictures, shapes, text boxes and SmartArts
- Insert screenshots
- Creating Photo Album with PowerPoint
- Insert and work with Sounds
- Insert and work with Movies
- Insert Screen Recording (New in 2016)
- Insert Ink Annotations (New in 2016)
- Sequence dense, chunky data with Animations

## **Module 3: Running and Customising Slide Shows Lessons**

- Action Buttons
- Working with Custom Shows
- Working with Slide Transitions
- Setting Up Slide Shows
- Run Slide Show using various techniques
- Presentation Tools and Features
- Use Presenter View
- Print a presentation, notes, and handouts
- Save a presentation as other formats
- Package a presentation

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