



Microsoft PowerPoint 2016 Level 2



DURATION

1 Day

COURSE OVERVIEW

During this course you will explore the PowerPoint environment in order to further enhance the visual appeal of your presentations using Microsoft PowerPoint 2016.

TARGET AUDIENCE

This course is designed for people who wish to create advanced presentations using Microsoft Power Point 2016.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Manipulate graphics within PowerPoint.
- Enhance presentations using transitions and animations.
- Create a custom slide show.
- Insert and control videos.
- Link and embed within PowerPoint.
- Merge and export within PowerPoint.
- Convert to a video and save as a pdf.

PRE-REQUISITES

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft PowerPoint 2016 Level 1

COURSE CONTENTS

- Diagrams.
- Charts.
- Video and audio.
- Animation.
- Linking and embedding.
- Hyperlinks.
- Merging, comparing and exploring.
- Slide shows.
- Sharing presentations.
- Presentation design, customisation and compatibility.