



Advanced Presentation Preparation (Microsoft PowerPoint 2016)

Duration: 3 Hours

Course Objective:

The course is suitable for users with elementary to intermediate knowledge on using PowerPoint. After the course, candidates could enhance their PowerPoint skills on working with charts, videos, audios, slide transitions and animation effects.

Training Contents:

1. Using Slide Master

- What is a slide master?
- Using multiple slide masters in one presentation

2. Working with Charts

- Adding a chart to a presentation
- Creating a chart
- Fine-tune your chart
- Change the data in your chart
- Save a custom chart as a template
- Copying an Excel chart to another Office program

3. Using SmartArt to Create Organization Chart

- What to consider when choosing a layout
- Create an organization chart with pictures
- Format an organization chart
- Convert txt into a SmartArt graphic
- Change the colours of an entire SmartArt graphic
- Apply a style to your SmartArt graphic

4. Using Video and Audio

- Video / Audio formats supported by PowerPoint
- Adding audio to your slide show
- Trim a music or sound clip
- Set the playback options for an audio clip
- Delete an audio clip
- Insert or link to a video that is stored on my PC
- Set the 'Playback' options for a video in your presentation
- Start or end your video with a fade effect
- Trim a video

5. Slide Transitions

- Add a transition to a slide
- Set the speed and timing of transitions
- Remove a transition effect

6. Applying an Animation Effect

- Apply an animation effect to text or objects
- More about animating text and objects in PowerPoint
- Animating text bullets
- Applying multiple animating effects to a single object
- Viewing of a list of animations currently on the slide
- Set the effect options, timing, or order for an animation
- Animating a SmartArt graphic
- Apply a motion path to text or an object
- Copy animation
- Remove an animation effect

7. Screen Recording

- Start screen recording