Ref : EB50-431

PowerPoint 2016

For professional presentations

Aim

This course is aimed at users that know how to create a simple slide show, but who wish to optimise the slide show creation process using masters, themes, sections, by adding tables, videos, sounds and by animating the objects on the slide in order to make the presentation seem more professional.
After pursuing this course, you will be able to finalise all your PowerPoint presentations, giving them a professional touch.

Target audience	Level required	Estimated time **to complete the essential modules**
Any user who wants to discover or further their knowledge of PowerPoint's basics.	No prior knowledge of PowerPoint is necessary.	3h 45mn (the video sequences last 5 minutes, on average)

Course content

▸ **The essential modules**

PowerPoint 2016 – Optimise and animate your slide shows

MEDIAplus eLearning	This module offers interactive training consisting of 45 training videos, 45 exercises and 3 additional resources.

Use masters and themes
- Slide background
- Customising a theme
- The slide master
- Managing layouts
- Managing placeholders
- Formatting slide masters
- Using slide masters
- The Notes Master
- The Handout Master

Optimise the slide show's contents (text, picture, sound and video)
- Notes page
- Synonyms and translation
- Finding and replacing text
- Drawing shapes
- Creating a text box or WordArt object
- Inserting and saving a picture
- Formatting pictures
- Managing pictures
- Creating a hyperlink
- Inserting slides from another presentation
- Sections
- Inserting audio/video clips
- Managing audio/video clips

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- Inserting an object from another application

Add tables
- Creating and inserting a table
- Table styles
- Editing and formatting a table
- Managing a table's rows and columns
- Managing a table's cells

Add animations
- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects
- Auto-scrolling slides
- Custom slide shows
- Choosing the slides for the slide show
- Setting up the slide show and the written comments

Optimise the presentations
- Creating a presentation from a Word document
- You need to know: Styles and templates
- Creating and using a presentation template
- Creating a photo album
- Creating a Package on a CD or in a folder
- You need to know: Import, export and interoperability with PowerPoint
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- You need to know: Best practice with a presentation program

‣ **Complementary material**

PowerPoint 2016 – Slide show creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

PowerPoint 2016 – Reference book

Online book	This module includes digital course material.