peak
services

Peak Services delivers deep expertise in the local government sector.
We understand the business of councils. Challenge us.

POWERPOINT 2016 INTERMEDIATE TO ADVANCED – 1 DAY COURSE

AUDIENCE

Microsoft Powerpoint 2016 Intermediate to Advanced is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations

SHORT COURSE TOPICS

- Create and work effectively with themes
- View and modify slide masters
- Create and use custom templates
- Create and work with tables
- Create and work with charts
- Insert and edit images
- Edit inserted images
- Insert and work with different types of media
- Create animations in a presentation
- Set up a presentation for the required presentation mode
- Save and share your presentations in other formats
- Use the features of PowerPoint to work collaboratively with others

LEARNING OUTCOMES

Expand their skills and knowledge in using Microsoft Powerpoint to go beyond creating basic presentations.

COURSE DETAILS

Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au

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COURSE ELEMENTS

THEMES
- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

SLIDE MASTERS
- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the
- Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

TEMPLATES
- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Creating a Template From a
- Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

TABLES
- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

CHARTS
- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing the Layout of Chart
- Elements
- Applying a Chart Style
- Understanding the Chart Format
- Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

IMAGES
- Understanding Pictures
- Understanding Online Pictures
- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

ENHANCING IMAGES
- Understanding Picture
- Enhancements
- The Format Picture Pane
- Removing an Image Background
- Applying Colour Corrections
- Recolouring an Image
- Applying a Picture Style
- Applying Picture Effects
- Applying Artistic Effects
- Cropping an Image

MEDIA AND ACTION BUTTONS
- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Audio Clip
- Formatting Media Clips
- Editing Audio Clips

- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

ANIMATIONS AND TRANSITIONS
- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

SETTING UP THE SHOW
- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running
- Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

SAVING AND SHARING PRESENTATIONS
- Packaging Presentations for CD
- Saving a Presentation as a PDF
- Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device

WORKING COLLABORATIVELY
- Co-Authoring Documents
- Saving to OneDrive
- Sharing Presentations
- Opening Shared Presentations