

Powerpoint 2013 Advanced

Modality: On Demand

Duration: 4 Hours

About this course:

With the help of this course, users to MS PowerPoint 2016 will become familiar with the fundamental elements of the application and the process to make presentations. PowerPoint 2016 is a graphical and visual application, basically utilized for making the presentation. With the help of PowerPoint, the user can view, make, and present slide shows that join shapes, text, pictures, animations, graphs, videos, charts, and significantly more.

Course includes:

- Templates
- Save a Theme
- Picture Background
- Backgrounds
- Theme Fonts
- Place Footer Elements
- Header / Footer
- Position Dates on All Title-Slides
- Position of Date for All Slides
- PPT from Word Outline
- Linked Chart from Excel
- Create Layouts as Part of a Theme
- Customize Templates
- Convert Text to SmartArt
- Insert Smart Art
- Position Date on One Slide
- Convert Pictures to SmartArt
- Bullets to Picture SmartArt
- Chart Embedded from Excel
- PPT Chart from Scratch
- Wrap Up
- Motion Path
- Intro to Multimedia
- Animation Painter
- Insert Video
- Animation Sequences
- Rehearse Timings
- Slideshow Keys
- Photo Album
- Insert Audio
- Notes and Notes Pages

- Bookmarks for Animation
- Word Handouts from PPT
- Table of Contents
- Action Buttons
- Save As a Show
- PPT Prints Handouts
- Save As Video
- Custom Shows
- Email Your File

Audience:

This course is planned for:

This course is focused on anybody, irrespective of the professional background or occupation, who has a fundamental comprehension of PowerPoint. This comprehension could be accomplished either through personal understanding or one of our basic instructional classes.

Prerequisites:

It is likely that the learners have had few experiences with the program of PowerPoint or get one of our Beginner courses of PowerPoint 2013.

Course Outline:

Working with Templates, Master Slides, Charts, Graphs, and Other Objects

- Templates
- Backgrounds
- Picture Background
- Theme Fonts
- Save A Theme
- Header / Footer
- Place Footer Elements
- Position of Date for All Slides
- Position Date on One Slide
- Position Dates on All Title-Slides
- Create Layouts as Part of a Theme
- Customize Templates
- PPT from Word Outline
- Insert Smart Art
- Convert Text to SmartArt
- Bullets to Picture SmartArt
- Convert Pictures to SmartArt
- PPT Chart from Scratch
- Chart Embedded from Excel
- Linked Chart from Excel
- Wrap Up

Additional Slideshow Options and Creating Interactive Presentations

- Motion Path
- Animation Sequences
- Animation Painter
- Photo Album
- Rehearse Timings
- Intro to Multimedia
- Insert Audio
- Insert Video
- Bookmarks for Animation
- Slideshow Keys
- Table of Contents
- Action Buttons
- Notes and Notes Pages
- PPT Prints Handouts
- Word Handouts from PPT
- Custom Shows
- Save As a Show
- Email Your File
- Save As Video