

## Course Overview:

In this course, there will be a review of the basic concepts to help you create a professional looking presentation. However, the emphasis on this course will be how you can customize PowerPoint and use the many advanced features to quickly create a well-designed and coordinated presentation.

## Course Content:

### Create a Presentation

- Get acquainted with the Backstage View, Ribbon and Quick Access Toolbar in Office 2016/19
- Use advanced editing techniques to create and edit your presentation.
- Use the advanced formatting techniques to create interesting slides.
- Add comments using the Comments pane.
- Use the new and improved Presenter View to see your notes on your monitor when you deliver your presentation.
- Create your own custom shapes.
- Use the new eyedropper to colour match objects on your slide.
- Insert a table to display information in a column and row format.
- Display data more effectively by creating a bar or pie chart and take advantage of the color scheme in your presentation.
- Produce an organization chart or a pyramid diagram using PowerPoint's SmartArt graphics.
- Convert an existing bullet point slide to a SmartArt graphic.

### Create a PowerPoint Template

- Use the improved themes in PowerPoint 2016/19.
- Apply and then customize the theme, color scheme, font set and background of your presentation.
- Create a professional looking slide, title, handout, notes and outline master to ensure a consistent look in your presentation.
- Create and save your own custom slide layouts.
- Save your own custom template and theme based on a presentation you have designed.

### Create Objects

- Add Clip Art and photographs to create attention grabbing slides and use the many new picture effects available in Office 2016/19.
- Construct interesting drawings using the predefined shapes. Use the improved Smart Guide to align objects on your slide.

### Animate and Package the Presentation

- Add excitement to your presentation by including special slide transitional effects to your slides.
- Animate the text, objects and charts in your presentation and incorporate movies and sounds into your presentation.
- Create motion path animations.
- Learn how to easily trim the video on your slide.
- Add hyperlinks to your presentation and then click on the hyperlink to quickly go to a specific slide, a different presentation, a Word document, an Excel worksheet or an Internet address.
- Save your presentation as a package to ensure all the graphics, movies and files are available for presenting.