

# Microsoft PowerPoint 2016/2013

## Level 2

### Course Overview

In this 1-day course, you will learn features of PowerPoint that go beyond the basics. You will learn how to apply shape styles then customize their effects and colors, including blending a custom color. You will also learn to use a photograph as a slide background. Additionally, you will learn how to apply built-in themes, plus create your own custom themes. You will also learn how to customize the slide master and create a template. You will learn how to create a column chart then change it to a different chart type. You will also learn how to create an organization chart. Additionally, you will learn to create a table, copy slides from another presentation, hide slides, and add hyperlinks to other slides and websites. You will also learn how to set each slide to automatically display for a certain amount of time before advancing to the next slide. Finally, you will learn how to use animation to create motion on your slides, including setting timing options for the animations. Prerequisite Course: PowerPoint Level 1 or equivalent experience.

### PowerPoint Course Series:



### Course Topics

#### Applying, Customizing, and Saving a Theme

- Applying Themes
- Customizing and Saving a Theme
- Examining the Styles
- Applying Your Custom Theme to Another Presentation

#### Customizing the Slide Master and Creating a Template

- About Templates
- Customizing the Slide Master
- Saving a Template
- Using a Template

#### Using Graphical Tools

- Aligning and Distributing Shapes
- Displaying Gridlines
- Applying Shape Styles
- Modifying a Shape's Effect and Color
- Creating a Custom Color
- Copying Formats with the Format Painter
- Using a Photograph as a Slide Background

#### Creating Column Charts and Organization Charts

- Creating a Column Chart
- Changing the Chart Type
- Changing the Chart Formatting
- Copying a Chart from Excel
- Creating an Organization Chart

#### Inserting Tables, External Slides, and Hyperlinks

- Inserting a Table
- Reusing Slides from Another Presentation
- Hiding a Slide
- Adding Hyperlinks
- Rehearsing Slide Timings

#### Using Animation

- Adding Slide Transitions
- Displaying a List One Item at a Time
- Animating Shapes One at a Time
- Animating Items Simultaneously
- Animating After a Time Delay
- Creating Motion Paths

#### Adding Sections

- Creating and Managing Sections
- Applying Transitions to Sections of Slides