Iverson Associates Sdn Bhd (303330-M)
Suite T113 – T114, 3rd Floor, Centrepoint, Lebuh Bandar Utama
Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-7726 2678   Fax: 03-7727 9737   Website: www.iverson.com.my

Course Outline :: PPT16i ::

Module Title **:** Microsoft PowerPoint 2016 intermediate
Duration **:** 1 day

Class Overview

This Intermediate Microsoft PowerPoint 2016 training class is meant for students who want to advance their skill set by learning to work with advanced animations, lists, and illustrations. Students will also work with charts and advanced formatting including styles.

Target Audience

Students who have basic skills with Microsoft PowerPoint 2016 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2016 interface.

Module 1: Inserting Art and Objects, Part One

- Inserting Tables
- Inserting Charts
- Inserting SmartArt
- Inserting Equations=
- Drawing Shapes
- Inserting Text Boxes

Module 2: Inserting Art and Objects, Part Two

- Creating Photo Albums
- Inserting Pictures
- Inserting Videos
- Inserting Screenshots
- Inserting Audio

Module 3: Advanced Slide Tasks

- Creating a Basic Animation
- Customizing Animations
- Using the Animation Painter
- Adding a Transition
- Customizing Transitions

Module 4: Advanced Animation Techniques, Part One

- Choosing a Basic Effect
- Setting Effect Options
- Customizing the Trigger

- Editing the Motion Path
- Setting Start Options
- Modifying Duration and Delay

Module 5: Advanced Animation Techniques, Part Two

- Setting Animation Options
- Changing the Order of Animations
- Using the Animation Painter
- Using the Animation Pane

Module 6: Reviewing a Presentation

- Sending a Presentation for Review
- Comparing Presentations
- Navigating Through Markup
- Accepting and Rejecting Markup
- Ending the Review