

MICROSOFT POWERPOINT LEVEL 2



LEARNING OUTCOMES

By the end of this course, you should be able to:

- 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.

COURSE OUTLINE

1. Themes

- a. Understanding themes
- b. Applying a theme
- c. Changing the theme colors
- d. Creating custom theme colors
- e. Changing the theme fonts
- f. Changing the slide background
- g. Saving a customized theme
- h. Using a customized theme
- i. Deleting a customized theme

2. Slide masters

- a. Understanding slide masters
- b. Viewing the slide master
- c. Changing the master font
- d. Modifying bullets
- e. Inserting an image
- f. Applying slide transitions to the slide master
- g. Inserting slide numbers
- h. Creating custom slide layouts
- i. Modifying slide layouts

3. Templates

- a. Understanding templates
- b. Setting a custom templates location
- c. Using an existing template
- d. Creating a template from a template
- e. Saving a custom template
- f. Creating a template from a theme
- g. Modifying a template
- h. Using a custom template

4. Tables

- a. Inserting a table using the ribbon
- b. Inserting rows and columns
- c. Applying a table style
- d. Merging and splitting cells
- e. Adjusting column widths
- f. Adjusting row heights
- g. Resizing and positioning a table
- h. Formatting table data
- i. Aligning table data
- j. Applying borders
- k. Applying shading

5. Charts

- a. Understanding charts
- b. Inserting a chart using the ribbon
- c. Changing the chart type
- d. Chart elements
- e. Using quick layouts
- f. Understanding chart buttons
- g. Changing the layout of chart elements
- h. Applying a chart style
- i. Understanding the chart format panes
- j. Formatting chart elements
- k. Editing a data series
- l. Hiding data series
- m. Working with pie charts

6. Images

- a. Understanding clip art and pictures
- b. Inserting a picture from file
- c. Inserting an online picture
- d. Resizing an image
- e. Positioning an image
- f. Inserting clip art
- g. Modifying graphics



- h. Rotating and flipping clip art
- i. Inserting a screenshot
- j. Inserting a screen clip
- k. Creating a photo album

7. Enhancing images

- a. Understanding picture enhancements
- b. The format picture pane
- c. Removing an image background
- d. Applying color corrections
- e. Recoloring an image
- f. Applying a picture style
- g. Applying picture effects
- h. Applying artistic effects
- i. Cropping an image

8. Media and action buttons

- a. Understanding media in PowerPoint
- b. Inserting an online video
- c. Inserting an online audio clip
- d. Formatting media clips
- e. Editing audio clips
- f. Optimizing and compressing media
- g. Understanding action buttons
- h. Inserting action buttons

9. Animations and transitions

- a. Understanding animations and transitions
- b. Animating text
- c. Animating objects
- d. Applying multiple effects
- e. Applying motion paths
- f. The animation pane
- g. Setting the timing
- h. Animating SmartArt graphics
- i. Using slide transitions

10. Setting up the show

- a. About self-running presentations
- b. Recording a slide show
- c. Setting up a self-running presentation
- d. Rehearsing timings
- e. Setting up a speaker-led show
- f. Creating a custom show
- g. Understanding presenter view
- h. Using presenter view



11. Saving and sharing presentations

- a. Packaging presentations for CD
- b. Saving a presentation as a PDF document
- c. Saving a presentation as a video
- d. Sending a presentation via email
- e. Presenting a slide show online
- f. Saving to a storage device

12. Working collaboratively

- a. Co-authoring documents
- b. Saving to OneDrive
- c. Sharing presentations
- d. Opening shared presentations

