

## Course Outline

# Microsoft PowerPoint 2010-2013-2016

### Course Description:

Put together professional slide shows with graphic effects – it's easier than you think! Learn tips & tricks for formatting text boxes, shapes, text, charts, tables, and pictures. Find out how to insert movies and sounds. Add slide transitions, and custom animation for even greater impact.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

#### Intro Level:

- ⇒ New Microsoft Office interface:
  - Using the File tab
  - The Ribbon
    - Tabs (Program tabs and Contextual tabs)
  - Quick Access toolbar (QAT)
  - Customizing
- ⇒ Themes (New Slides, Designs)
- ⇒ Formatting (Shapes, Text Boxes, Fonts, Bullets and Numbering)
- ⇒ Tabs
- ⇒ Tables
- ⇒ Illustrations (Pictures, ClipArt, Shapes, SmartArt, Charts)
- ⇒ Animations and Transitions
- ⇒ Printing
- ⇒ Slide Show Tips

#### Intermediate/Advanced Level:

- ⇒ Review of Intro Level and the new interface
- ⇒ Customizing PowerPoint Options (Protect Document)
- ⇒ Slide Master (Header and Footer)
- ⇒ Presentation Types (PowerPoint Show, Template, Web Page)
- ⇒ Insert Objects (Word/Excel)
- ⇒ Slides from Outline
- ⇒ Hyperlinks
- ⇒ Movies and Sounds
- ⇒ Photo Album
- ⇒ Package for CD (Embed Fonts, Files)
- ⇒ Custom Shows
- ⇒ Set up Slide Show
- ⇒ Presenter Tips

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