

Document Generated: 12/15/2025

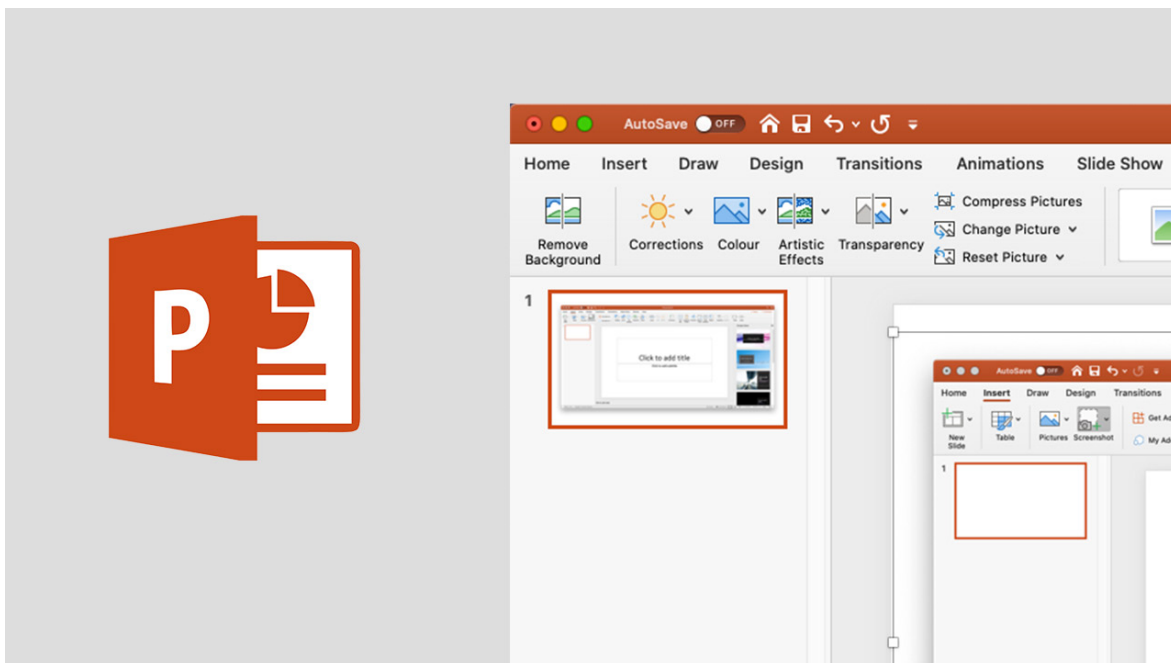
Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 2 Hours

PowerPoint 2016 Advanced



About this course:

With the help of this course, users to MS PowerPoint 2016 will become familiar with the fundamental elements of the application and the process to make presentations. PowerPoint 2016 is a graphical and visual application, basically utilized for making the presentation. With the help of PowerPoint, the user can view, make, and present slide shows that join shapes, text, pictures, animations, graphs, videos, charts, and significantly more. PowerPoint is a standard of all types businesspeople as any individual who wants to create a presentation has to realize how to viably utilize this product. PowerPoint encourages you to make visual setups to go with and improve your skills.

The normal pay for a PowerPoint Designer is **\$69,497** every year.

Course Objective:

- Make modified presentations with templates.
- Include special effects.
- Use the notes, slide, and handout masters.
- Edit, create, and import charts.
- Manage hyperlinks.
- Create custom shows.
- Share and secure presentations.
- Introducing Master Slides
- Understanding Masters
- Formatting Master Styles
- Adding to the Masters
- Creating Master Layouts
- Custom Color Schemes
- Saving Master Slide Templates
- Understanding Smart Art
- Creating Smart Art
- Editing Smart Art
- Smart Art Images
- Animating Smart Art
- Converting Bullets to Smart Art
- Working with Charts
- Wrapping Up
- Animation Strategy
- Animating Bullets
- Animation Sequences
- Copying Animations
- Adding Multiple Animations
- Editing Animations
- Animation Technique
- Advanced Animation
- Automatically Looping Shows
- Video and Audio
- Hyperlink to External File
- Proofreading Slides
- Printing Handouts
- Wrapping Up

Audience:

This course is planned for:

This course is focused on anybody, irrespective of the professional background or occupation, who has a fundamental comprehension of PowerPoint. This comprehension could be accomplished either through personal understanding or one of our basic instructional classes.

Prerequisites:

There are no essentials to take this course but simple information on fundamental PowerPoint layout and features are suggested.

Suggested prerequisites courses:

PowerPoint 2016 Beginner

Course Outline:

Slide Masters, SmartArt, and Charts

- Introducing Master Slides
- Understanding Masters
- Formatting Master Styles
- Adding to the Masters
- Creating Master Layouts
- Custom Color Schemes
- Saving Master Slide Templates
- Understanding Smart Art
- Creating Smart Art
- Editing Smart Art
- Smart Art Images
- Animating Smart Art
- Converting Bullets to Smart Art
- Working with Charts
- Wrapping Up

Animation, Slide Shows, and Printing

- Animation Strategy
- Animating Bullets
- Animation Sequences
- Copying Animations
- Adding Multiple Animations
- Editing Animations
- Animation Technique
- Advanced Animation
- Automatically Looping Shows
- Video and Audio
- Hyperlink to External File
- Proofreading Slides
- Printing Handouts
- Wrapping Up