Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

rcc TRAINING

PowerPoint 2016 Level 2
Course Content

Course Objectives:

- Customize slide layouts, create and use multiple themes, add graphics to backgrounds, and share custom themes between presentations.

- Use copied, imported, linked, and embedded data from other presentations and programs to create presentations.

- Use charts and tables to present data graphically.

- Use graphics and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation.

- Add notes and annotations to slides; and use PowerPoint features to rehearse, package, and prepare slide shows for presentation.

This course is for students who want to enhance their existing PowerPoint skills to add themes, charts & tables, graphics and animation or to share information and package the presentation for use on another computer.

Course Content:

Building Presentation Themes	Designing Custom Slide Layouts Using More Than One Theme in a Presentation Customizing Slide Backgrounds Sharing Themes Between Presentations Adding and Managing Sections
Sharing Information	Copying/Moving Slides and Objects Between Presentations Creating Presentations Using Imported Text Creating Hyperlinks; Linking and Embedding Comparing and Merging Presentations
Enhancing Presentations with Charts and Tables	Creating and Editing Charts and Chart Data Linking to Microsoft Excel Charts Creating Organization Charts Inserting Tables
Enhancing Presentations with Graphics and Animation Effects	Working with Graphics and Arranging Objects Using Graphics Effects and Animation Effects Editing Video
Producing Advanced Slide Shows	Creating Notes and Annotations Using Hidden Slides Packaging Presentations for CD or USB