Microsoft PowerPoint 2016 Intermediate-Advanced

Extend your knowledge to create more advanced presentations

Synopsis

Microsoft PowerPoint 2016 Intermediate to Advanced is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

Course Topics

- Create and work effectively with themes

- View and modify slide masters

- Create an 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 with your presentations

- Set up a presentation mode

- Different sharing and saving formats

- Use PowerPoint features to work with others.

Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.