



CHUA CHU KANG COMMUNITY CLUB IT Centre



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Skillsfuture@PA Microsoft PowerPoint 2016 Advanced

Objective:

Participants will learn more advanced feature of Power Point 2016. Participants must know basis function of Power Point 2016 before joining this course.

Customize the PowerPoint Environment

- Explore PowerPoint Window
- Change the Default Window
- Quick Access Toolbar
- Customized Save Options
- Modify the Display and Slide Show Options

Customizing a Design Template

- Set Up a Slide Master
- Create Custom Themes
- Work with Notes Master
- Work with Handout Master

Video and Audio

- Overview of embedding a video
- Embed a video from a file
- Link to a video file from your presentation
- Link to a video file on a web site
- Play a video automatically or when clicked
- Trim a video
- Play your video in a shape
- Apply special effects to your video
- Adding Audio
- Trim Audio
- Set an audio file to play automatically

- Delete audio clip

Animation

- Change or remove an animation effect
- Change the animation effect on an object
- Remove specific animation effects
- Remove all animation from a single effects
- Remove animation from all objects on a slide
- Disable animations from paying in Slide Show view
- Add or remove bookmark for audio and video clip
- Trigger an animation effect
- Duplicate animations with the animation painter
- Animating Smart Art

Linking and Embedding

- Assign an action to a built-in button or picture
- Add an action button and assign an action
- Add a picture or clip art and assign an action
- Change the data in an existing chart

Hyperlinks

- Hyperlink in the same presentation
- Hyperlink in a different presentation
- Hyperlink an email

- Hyperlink a page or file on the web
- Remove hyperlink from text or an object

Merging, Comparing & Exporting

- Merge and Compare
- Export PowerPoint 2016 Presentation to video

Sharing Presentations

- Marking As Final
- Permissions – Encrypting With a Password
- Packing Presentation For CD
- Saving As a PDF