

# PowerPoint Intermediate

This course builds on the skills and knowledge acquired in the PowerPoint Introduction course. You will learn how to work with themes, insert and modify images, tables, charts and shapes on your slides and how to animate content to make your presentations dynamic and engaging.

## Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced. Anyone who needs to create dynamic presentations using themes, images, tables, charts and animated content.

Prerequisites: Completion of the MCI PowerPoint Introduction course or equivalent skills and knowledge.

## Learning Outcomes

At the end of this program you will be able to:

- Use Themes
- Insert and modify images
- Work with tables and charts
- Insert and modify shapes
- Animate slide content and apply slide transition effects
- Explain what makes a great presentation

## Course Content

### Themes

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

## Images

- Understanding Pictures
- Understanding Online Pictures
- Working with PowerPoint Designer
- Inserting a Picture from File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album

## Tables

- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

## Charts

- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts

## Understanding Chart Buttons

- Changing the Layout of Chart Elements
- Applying a Chart Style
- Understanding the Chart Format Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working with Pie Charts

## SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

## Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes

- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

### **Animations and Transitions**

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

### **Brilliant Presentations**

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware