

[View Schedule](#)

[Register Now](#)

Reviewing New 2016 PowerPoint Interface

SmartArt Graphics

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects

Inserting A Photo Album

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout

Custom Layouts, Themes, Backgrounds

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme

Animation, Sound & Video Effects

- Applying an Animation Scheme
- Animating Text & Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds & Video
- Changing Multimedia Settings
- Inserting Animated GIF's

Setting Slide Show Timings

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings

Customizing Slide Show Navigation

- Creating a Custom Show
- Setting Up a Custom Show as the Default
- Creating a Hyperlink
- Using a Hyperlink
- Using an Action
- Jumping to Another Presentation

Editing Presentation Masters

- Working with the Slide Master
- Formatting the Slide Master
- Adding Header & Footer Information
- Formatting the Title Master
- Inserting a New Slide Master
- Preserving a Slide Master

Web Presentation & Distribution Options

- Sharing Presentation Ideas
- Embedding the Fonts in a Presentation
- Packaging a Presentation for CD
- Saving a PowerPoint as a Show
- Inspecting the Document
- Encrypting the Presentation
- Adding a Digital Signature
- Granting Permissions
- Annotating a Presentation
- Compressing Pictures
- Sending in PDF Format

Editing Notes & Handout Masters

- Working with the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder

Exporting Outlines & Slides to Word

- Exporting Notes & Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic