

Microsoft® Office

PowerPoint 2016/365

Level 2 Course Outline

Lesson 1: Hyperlinks & Media Files

- Hyperlinks
- Embedding Audio or Video Files
- Video Files
- Editing and Video Options
- Audio Files
- Audio Options
- Linking to External Media Files
- YouTube Videos
- Animated .GIF Files
- Compressing Media Files
- Embedding Fonts

Lesson 2: Tables

- Inserting Tables
- Table Styles and Options
- Using the Table Selector
- Adjusting Columns and Rows
- Insert & Delete Columns, Rows & Cells
- Merging and Splitting Cells
- Working with Text
- Aligning Text in Cells
- Formatting Text

Lesson 3: Charts

- Inserting Charts
- Moving and Resizing Charts
- Changing Chart Types
- Changing the Chart Layout
- Chart Styles
- Changing Chart Parameters
- The Chart Tool Box
- Formatting Chart Elements
- Working with Pie Charts

Lesson 4: SmartArt Graphics

- Inserting and Editing SmartArt
- Adding/Deleting Shapes in SmartArt
- Converting Lists to SmartArt

Lesson 5: Sections & Custom Shows

- Inserting Section Headers
- Creating Custom Slide Shows

Lesson 6: Sharing & Exporting Presentations

- Proofing Presentations
- Sharing Presentations
- Exporting Presentations