

Document Generated: 06/18/2025

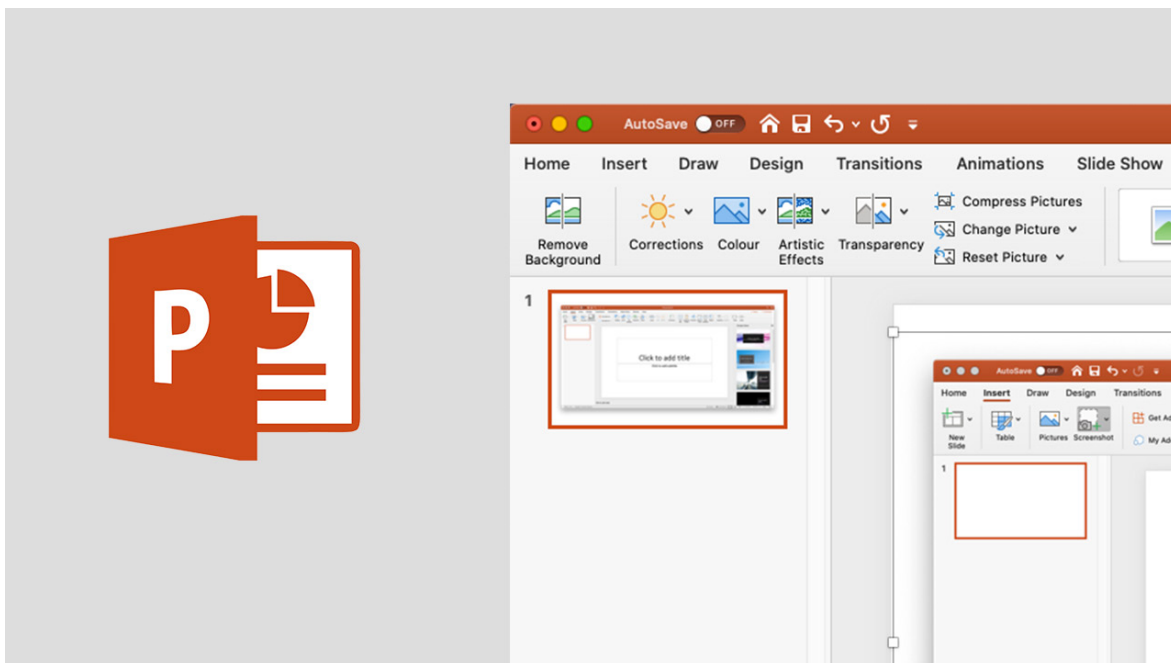
Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 2 Hours

PowerPoint 2016 Advanced



About this course:

In this course, proficient users of PowerPoint 2016 will learn advanced functions of the application and how to apply them. PowerPoint 2016 is a visual and graphical application, primarily used for creating presentations. With PowerPoint, users can create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more. PowerPoint is a standard for business people of all types as anyone who needs to make a presentation needs to know how to effectively use this software. PowerPoint helps you create visual displays to accompany and enhance your presentations.

The average salary for Power Point Designer is **\$69,497** per year.

Course Objective:

After completing this course, students will be able to:

- Create customized presentations with templates.
- Add special effects.
- Use the slide, notes, and handout masters.
- Create, edit, and import charts.
- Manage hyperlinks.
- Create custom shows.
- Secure and share presentations.

Audience:

This course is intended for:

- Anyone, regardless of occupation or professional background, who has a basic understanding of PowerPoint. This understanding could be achieved either through personal experience or one of our introductory training courses.

Prerequisites:

- There are no prerequisites to take this course, however a general knowledge of basic PowerPoint features and layout is recommended.

Suggested prerequisites courses:

- [PowerPoint 2016 Beginner](#)

Course Outline:

Slide Masters, SmartArt, and Charts

- Introducing Master Slides
- Understanding Masters
- Formatting Master Styles
- Adding to the Masters
- Creating Master Layouts
- Custom Color Schemes
- Saving Master Slide Templates
- Understanding Smart Art
- Creating Smart Art
- Editing Smart Art
- Smart Art Images
- Animating Smart Art
- Converting Bullets to Smart Art
- Working with Charts
- Wrapping Up

Animation, Slide Shows, and Printing

- Animation Strategy
- Animating Bullets
- Animation Sequences
- Copying Animations
- Adding Multiple Animations
- Editing Animations
- Animation Technique
- Advanced Animation
- Automatically Looping Shows
- Video and Audio
- Hyperlink to External File
- Proofreading Slides
- Printing Handouts
- Wrapping Up

Credly Badge:

Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)