



Enhancing PowerPoint 2016 Presentations with Multimedia Elements

Course Duration:

7 Hours / 1 Day

1 Insert WordArt

- Customize WordArt
- Change the fill and outline color of WordArt text
- Create curved or circular WordArt, and add other text effects
- Rotate or flip WordArt text
- Change the font of WordArt text

2 Add online pictures or clip art to your file

- Using Online Picture

3 Reduce the file size of a picture

- Change the resolution of a picture
- Set default picture resolution for all pictures in a document
- Compress a picture
- Delete cropped areas of a picture
- Delete all picture editing data

4 Working with Pictures

- Editing photos without Picture Manager
- Change the brightness, contrast, or sharpness of a picture
- Change the color intensity of a picture
- Apply an artistic effect to a

picture

- Add or change an effect for a picture
- Recolor a picture
- Crop a picture or place it in a shape

5 Create and share a photo album

- Start creating your photo album by adding pictures
- Add captions to pictures
- Change the look of a picture
- Share your photo album with others

6 Create an organization chart using SmartArt Graphics

- Create an organization chart
- Create an organization chart with pictures
- Add or delete boxes in your organization chart
- Change the hanging layout of your organization chart

7 Learn more about SmartArt Graphics

- Overview of SmartArt graphics
- What to consider when choosing a layout
- About the Text pane
- Style, color, and effects for SmartArt graphics
- Animation for SmartArt graphics

8 Add Audio to your presentation

- About adding audio
- Add audio
- Preview an audio clip

9 Insert or link to a video stored on your PC

- Insert a video stored on your PC

- Link to a video stored on your PC

- Trim a Video

10 Insert or link to a video on YouTube

- Insert Online Video

11 Apply an animation effect to text or objects

- More about animating text and objects
- Change or remove animation effects
- Animate text and objects with motion paths
- Change animation order, speed, or how it starts
- Change the object or text color after an animation plays

12 Apply custom and advanced animation effects

- Applying multiple animation effects to one object
- Applying a motion path animation

13 Add or remove transitions between slides

- Add a transition to a slide
- Remove a transition
- Troubleshooting

14 Set the speed and timing of transitions

- Set the speed of a transition
- Set the timing of a transition

15 Record your Slide Show in PowerPoint

- Record your slide show
- Preview the recorded slide show
- Preview the audio narration
- Set the slide timings manually
- Turn your narrations, ink, and laser pointer off

- Turn slide timings off

16 Save your Presentation as a Video

- Save your presentation as a video
- Guidelines for saving your presentation as a video
- What parts of a presentation are not included in a video?

17 Save your Presentation to a CD

- Package Presentation for CD

18 Create a Self-Running Presentation

- Set up a self-running presentation
- Rehearse and record slide timings
- Add narration or sound