



Visual Design for PowerPoint Presentations 2016

Course Duration:

7 Hours / 1 Day

1 Give Your Presentation the Look You Want

- Add or remove placeholders from a slide layout
- Apply one or more slide masters to a presentation
- Add a watermark to the background of your slides
- Slide Numbers within Slide Master in PowerPoint
- Replace a Font in Your Presentation
- Change Templates in PowerPoint
- Set A Background Picture in PowerPoint
- Apply or change a slide layout
- How to Use Custom Icons as Bullet Point in PowerPoint

2 Add Impact with Graphics

- Communicate Information with a SmartArt Graphic
- Smarter Guides in PowerPoint
- Emphasize Images with Borders
- Compress Pictures in PowerPoint for Smaller File Sizes
- Create and Share a Photo Album
- Wrap Text Around a Circle or Other Shapes

- Apply 3-D Rotation Effects to Shapes in PowerPoint

3 Using Timesaving Tools

- Prepare the PowerPoint Screen to Copy Slides
- How to Convert a Microsoft Word Outline to a PowerPoint Presentation
- Copy Formatting from One Slide to Another
- Smart Lookup
- PowerPoint Designer
- Do things quickly with Tell Me

4 Add Sizzle to Your Presentation with Effects

- Advanced Shadow Effect Options
- Add a Hyperlink to a slide
- Set an embedded object to run during a presentation
- Add Motion path animation effect
- Apply an Animation Effect to Text or Objects
- Apply Multiple Animation Effects to One Object
- Give Your Presentation a Professional Look with Transition Effects
- Enhance a Transition with a Sound Effect
- Screen Recording