

PowerPoint

Intermediate

Course Outline

Customising and Compatibility Issues

- Modifying PowerPoint Options
- Compatibility Issues When Saving a Presentation
- Saving a Presentation As a Template
- Customised Templates

PowerPoint Sections

- Creating & Renaming Sections
- Collapsing & Expanding Sections
- Reordering Sections
- Removing Sections

Slide Masters

- Inserting Slide Masters
- Editing a Customised Slide Master
- Customised Slide Masters

Themes

- Applying Themes
- Modifying a Themes
- Setting the Default Theme
- Deleting a Theme
- Modifying a Template

Formatting Pictures & Images

- Removing a Picture Background
- Colouring Pictures
- Artistic Effects
- Picture Styles
- Picture Brightness and Contrast
- Compressing Pictures
- Resetting a Picture
- SmartArt & Pictures

Manipulating Graphics

- Ruler and Gridlines
- Snapping to the Grid and Grid Spacing
- Positioning a Graphic Relative to the Top-Left Corner of a Slide
- Distributing Graphics on a slide
- Cropping a Graphic
- Re-Scaling Pictures
- Background Graphics

Formatting AutoShapes

- AutoShape Background Fill Effects
- AutoShape Transparency Effects
- AutoShape Shape Effects
- AutoShapes Format Painter
- AutoShape Defaults

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