



## Sunday February 07: Microsoft PowerPoint 2016 Intermediate

9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta, 12:00 Noon-06:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Full Day Information Session is \$10.00**

Participants will acquire intermediate knowledge on how to effectively use Microsoft PowerPoint 2016

### Course Outline

#### Working with Graphical Objects

- Adding Pictures
- Adding Shapes and SmartArt
- Modifying Objects

#### Adding Tables

- Creating Tables
- Formatting Tables

#### Adding Charts

- Creating Charts
- Formatting Charts
- Changing Chart Type

#### Applying Transitions

- Add a Transition
- Remove a Transition
- Increase the Timing of the Transition

#### Adding Sound to Your Presentation

- Preview the Audio File
- Trim the Audio File
- Add a Fade in and Out

#### Adding Videos in Your Presentation

- Preview the Video
- Trim the Video
- Add a Fade in and Out

#### Delivering the Presentation

- Presenting the Slide Show
- Advancing or Reversing
- Hiding or Un-hiding Specific Slides
- Customizing the Presentation

**Pre-Requirement for this course: Basic Knowledge of Microsoft PowerPoint 2016**

**Please learn PowerPoint 2016 Basic on line free class at**

<https://edu.gcfglobal.org/en/powerpoint2016/>

**Advanced Registration with Pre-Payment Required. Click on this link to Register**

<https://iicanada.org/form/microsoft-powerpoint-intermediate>

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)**

**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit the digital AI-Akbhar for more information\*\***