Microsoft
PowerPoint 2016
Advanced

Oaks Training®
A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Incorporating tables and charts to make visual data representations is a common need in presentations today. With PowerPoint 2016 this can be made simple. You will learn how to create organisation charts and present them in an effective and clear way in our uniquely design advanced PowerPoint module.

When you need to deliver a presentation to different audience, do you create a different PowerPoint presentation files, containing many common slides? Are you using animation features only to animate objects and clipart for visual effects? Do you know that videos are widely used in social media today?

Join in this fun filled 1-day PowerPoint 2016 Advanced class comes with ample hands-on exercises to allow you to practice and enforce understanding.

This Course is For
Learners who have attended our Microsoft PowerPoint 2016 Basic to Intermediate module or for those who are well versed in those topics covered in their syllabus.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration
1 Days (7 hours)

Course Fee (after GST)

S$214.00

Check the website for up-to-date course details and pricing

Eligible for
✓ SkillsFuture Credit   ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0041743**

Complimentary refreshment will be provided for morning and afternoon tea break.

Certificate of Attendance will be given subject to 90% attendance.

No Exam! Ample hands on practice to master lessons taught.

Local native speaking Trainers with more than 20 years of experience

Register now:
E-mail/Fax with Registration form • Online Sign Up via our website here • Via HRMS-2 / ACE System* • Call Us 6423-1183

For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKPAX6 and Course Date.*
*Be sure to inform them that the Training Provider is **Oaks Training***

Supported by: **VITAL** shared services   **SkillsConnect SDF** Approved Course

Course Outline

Insert Slides from Outline
- Create/Insert Slides from Word Outline

Working with Custom Shows
- Create a Custom Show
- Edit a Custom Show
- Renaming a Custom Show
- Remove/Execute a Custom Show

Working with Action Buttons
- Insert an Action Button
- Edit an Action Button
- Delete an Action Button
- Assign a Custom Show to an Action Button
- Assign a Hyperlink to a Presentation or Other File on an Action Button
- Apply Action Setting to Objects
- Limit User to Clicking Only Action Buttons

Working with Tables
- Insert a Table from the Insert Menu
- Insert a Table from the Slide Layout
- Edit a Table
- Import a Table from a Word Document

Working with Charts
- Insert a Chart from the Insert Tab / Slide Layout
- Edit a Chart
- Delete a Chart
- Import Excel Data and Charts

Working with Organisation Charts
- Insert an Organisation Chart
- Edit an Organisation Chart
- Delete an Organisation Chart

Applying Animations
- Apply Animation to an Object
- Apply Multiple Animations to an Object
- View a List of Animations Applied on an Object
- Set Effect Options
- Animate the Chart as a Whole Object
- Animate the Chart or Organisation Chart by Parts

Inserting Audio and Video Clips
- Insert Audio as an Object
- Include Background Music
- Insert an Online Audio
- Insert a Video Clip
- Set a Movie to Play Across Multiple Slides
- Switch from When Clicked to Automatic
- Insert an Online Video
- Trim a Video
- Use Bookmarks on an Audio or Video Clip
- Save PowerPoint Presentation as a Video File

Including Web Elements
- Set up the Developer Tab
- Adding a Flash Object

Course Track

Microsoft PowerPoint 2016
Basic to Intermediate

Advanced