



**This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.**

## **COURSE OUTLINE - 2016 Microsoft Powerpoint Advanced**

This comprehensive Powerpoint Advanced 2016 course builds on the grounding which was learnt in the Powerpoint Essentials and Intermediate 2016 courses. The Powerpoint Advanced 2016 Course covers some of the most advanced features and functions of Powerpoint 2016.

This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2016 PowerPoint Advanced skills to create sophisticated presentations.

This course will prepare the delegate for more advanced PowerPoint 2016 courses. The delegate receives a PowerPoint Advanced 2016 manual and an electronic attendance certificate on completion of the PowerPoint Advanced 2016 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com) for dates in your area?

## **Topic-Level Outline**

- Spell checking a presentation
- Selecting objects
- Selecting multiple objects
- Selecting all objects
- Moving objects
- Copying objects
- Using the office clipboard
- Clipboard options
- Resizing objects

- Arranging objects
- Bringing an object forward
- Sending an object back
- Grouping multiple objects
- Aligning multiple objects
- Rotating objects
- Deleting objects
- Oops! Undeleting
- Redoing an action

## TOC Continue...

Customizing objects

Changing outline/line color and style

Starting a new presentation

Switching between multiple presentations

Outlining your presentation

Displaying slide details

Adding a new slide

Promoting/demoting topics

Rearranging slides within the presentation

Rearranging topics

Removing a slide/bullet

Adding headers & footers

Working with text charts

Entering text

Using the text tool

Finding text

Replacing text

Changing the slide layout

Resetting a slide

Saving a presentation

Printing

Adding/deleting slides

Adding a new slide

Deleting a slide

Working with bullet lists

Converting a block of text to a bullet list

Hiding/showing bullets

Adding a bullet list to an existing chart

Indenting a bullet point

Out denting a bullet point

Changing the bullet style

Drawing objects

Drawing lines

Drawing an oval/circle

Drawing rectangles/squares

Drawing shapes

Accessing the complete list of shapes

Using the text tool

Using the ruler

Setting tabs

Removing tabs from the ruler

Moving a tab stop position

Drawing options

Rotating object

Adjusting shapes

Attaching text to a shape

Aligning text within a shape

Adding a table

Creating a new table slide

Applying cell attributes

Changing the table style

Document recovery

Accessing the master

Creating a custom background

Working with themes

Working with templates

Creating a new presentation from a template

Saving a presentation as a template

Changing fill colors

Adding a shape effect

Working with text

Changing fonts

Changing point size

Changing the font throughout a presentation

Growing/shrinking the font size

Applying attributes

Shadowing text

Changing font color

Changing case

Applying multiple attributes

Working with the mini toolbar

Removing attributes

Aligning text

Vertically aligning text

Setting text direction

Adjusting line spacing

Using the format painter

Adding cell shading

Adding borders

Changing the pen style

Changing the pen weight

Changing the pen color

Adding special effects

TOC Continue...

Merging cells	Parts of a chart
Splitting cells	Selecting chart objects
Moving a table	Changing the chart style
Resizing the table	Changing the chart layout
Deleting a table	Sizing the chart
Working with clipart	Moving the legend
Inserting clipart	Applying text attributes to chart objects
Removing a clip art item	Changing font & point size for chart text
Redefining your search	Applying numeric formats to chart objects
Additional clip art options	Customizing fill effects
Closing the clip art task pane	Customizing the outline
Working with word art	Adding a shape effect
Changing outline color and style	Creating a slide show
Changing fill colors	Adding transition effects
Adding a shape effect	Rehearse timings for the slide show
Changing the word art style	Hiding a slide
Changing text fill	Playing the slide show
Changing text outline	Adding animation to text and objects
Changing text effects	Sending a presentation
Working with smarter	Inserting a hyperlink
Working with charts	Creating web pages
Adding a chart to an existing slide	Fonts available for web pages
Adding a chart title	Saving your web page
Changing the type of chart	Packaging your presentation
Editing data	Viewing the packaged presentation

**ON and OFFSITE** training are offered. See our Specials for Gauteng & KZN, other areas call Arnold 083 7784903. Offsite includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

## MS OFFICE

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## EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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