# Course Content of Ms Power Point Advance Level:

**Course Outline Module 1: Customizing Presentations** This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

**Lessons**
- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections
- Exercise: Adding a Background Image
- Exercise: Customizing Your Presentation

After completing this module, students will be able to:
- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation.

**Module 2: Presentation Masters** This module explains how to work with presentation masters in Microsoft PowerPoint 2016.

**Lessons**
- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts
- Exercise: Using the Slide Master

After completing this module, students will be able to:
- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.

- Modify the slide master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

**Module 3: Working with Special Effects** This module explains how to work with special effects in Microsoft PowerPoint 2016.

**Lessons**
- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart
- Exercise: Applying Special Effects to a Presentation

After completing this module, students will be able to:
- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart.

**Module 4: Using Smart Art** This module explains how to work with Smart Art in Microsoft PowerPoint 2016.

**Lessons**
- Inserting Smart Art Graphics
- Modifying Smart Art Graphics
- Resizing/Repositioning a Smart Art Object
- Inserting Text into a Smart Art Object
- Formatting Text in a Smart Art Object
- Adding Shapes to a Smart Art Object
- Ungrouping Smart Art Objects
- Exercise: Working with Smart Art

After completing this module, students will be able to:
- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Ad text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.

**Module 5: Multimedia**This module explains how to work with multimedia features in Microsoft PowerPoint 2016.

**Lessons**
- Creating a Photo Album

- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Exercise: Creating and Modifying a Photo Album
- Inserting Sounds and Video
- Editing Media Clips
- Exercise: Adding Video to a Presentation