Microsoft PowerPoint 2016, Part 3 of 5: Working with Objects

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Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with PowerPoint is assumed.

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Course description: Join productivity expert Leeanne McManus as she focuses on working with a variety of objects, one of the main components in PowerPoint. A unique way to grab the attention of your audience members, Leeanne will focus on objects such as images, SmartArt, shapes, tables and charts. Additionally, she will explore how to animate objects so they come in, flow, move and accentuate.

Course outline:

Inserting Images
- Introduction
- Inserting Graphics
- Demo: Insert Images
- Demo: Image Borders
- Demo: Editing Pictures
- Demo: Online & Screencaps
- Summary

SmartArt
- Introduction
- Working with SmartArt
- Demo: SmartArt
- Demo: SmartArt Layouts
- Demo: SmartArt Styles
- Demo: Insert SmartArt
- Summary

Shapes
- Introduction
- Working with Shapes
- Similar Other Text Features
- Demo: Shapes
- Demo: Grouping
- Demo: Edit Shapes
- Summary

Edit and Format Objects
- Introduction
- Edit and Format Objects
- Types of Objects
- Demo: Tabs vs. Right-Click
- Demo: Picture Tools
- Demo: Chart Tools
- Summary

Arrange Objects
- Introduction
- Arrange Objects
- Demo: Arrange Objects
- Demo: Group and Layer
- Summary

Animate Objects
- Introduction
- Animating Objects
- Demo: Animations
- Demo: Modifying Animations
- Summary

Working with Tables
- Introduction
- Inserting Tables
- Demo: Insert Table
- Demo: Excel Tables
- Demo: Styling Tables
- Summary

Working with Charts
- Introduction
- Inserting Charts
- Demo: Charts
- Demo: Add a Chart
- Summary