PowerPoint 2016 - Level 4

The PowerPoint 2016 - Level 4 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to add images and use advanced graphic features. You will also create organization charts, convert SmartArt and manipulate video and audio.

The estimated time to complete this course is 4 hours and 23 minutes.

Shapes and Images

Adding Clip Art and Images

- Clip Art and Images
- Adding Images
- Inserting Clip Art
- Moving Clips and Images
- Re-sizing Clips and Images

- Re-sizing Placeholders
- Applying Picture Styles
- Applying Picture Effects
- Adding Borders
- Adding Hyperlinks to Images

Formatting Shapes

- Adding Shapes
- Drawing Tools
- Format Shape Task Pane
- Fill Settings
- Line Settings
- Arrow Settings
- Adding Shape Effects

- Custom Shapes
- Changing Shape Styles
- Changing Shape Fill Colours
- Removing the Border
- Shape Fill Effects
- Inserting Pictures

Manipulating Shapes

- Positioning Shapes
- Ruler, Guides and Gridlines
- Resizing Shapes
- Scale and Position Shapes
- Rotate and Flip Shapes
- Adding Text to Shapes

- Aligning Shapes
- Changing Stack Order
- Using the Selection Pane
- Grouping Shapes
- Selecting Individual Shapes

Editing Images

- Correcting Images and Pictures
- Adjusting Colour
- Resetting Images
- Applying Artistic Effects
- Adding Picture Styles

- Removing the Background
- Cropping Images
- Changing Pictures
- Compressing Images

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Organization Charts and WordArt

Organization Charts

- Creating Organization Charts
- Organization Chart Shapes
- Entering Text into Shapes
- Adding Shapes
- Removing Shapes
- Layout Options
- Formatting Organization Charts
- SmartArt Styles

- Reset Graphic
- Further Layout Options
- Promoting and Demoting Shapes
- Formatting Individual SmartArt
- Moving Text in Shapes
- Converting SmartArt
- Changing the Default Shape

WordArt and SmartArt

- Creating WordArt
- Modifying WordArt
- Applying WordArt Effects

- Converting Text to SmartArt
- Modifying SmartArt Layout
- Changing SmartArt Styles

Video and Audio

Manipulating Video and Audio

- Inserting Video Files
- Resizing Videos
- Modifying Timings
- Adding Video Effects
- Video Playback Options
- Adding Bookmarks

- Editing Commands
- Trimming Video Content
- Video Options
- Applying Video Styles
- Inserting Audio Files

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