**Advanced PowerPoint 2016 Training**

**AGENDA**

9.30am Review of main concepts in Day 1 – i.e. Slide Master

Custom Animation, Action buttons

9.45am Review exercise

10.00am Custom Animation – Emphasis Spin

Grouping objects. Delays, Progress objects

Spin Animation exercise

10.30am Custom Shows – Continuously looping

*10.45am Coffee Break*

11.00am Creating a Photo album slide show – inserting photos onto slides. Apply automatic transitions with times.

11.15am Picture backgrounds. Custom animation entrance and Exit (Gardening made easy)

Advance Quiz Show. Motion Path animation.

Amending Complex Animation. Entrances and clockwise objects.

*12.30pm Lunch break*

1.30pm Word Art as a Slide Master

Word Art Templates

Saving as a show and saving as PDF

2.00pm Complex chart creation with animation.

*2.30pm Coffee break*

2.45pm Review exercise on Timelines. Weather animation.

Sharing a presentation with others

Adding music, Play in Background and Triggers

3.30pm Review and Close