

# Intermediate Microsoft PowerPoint

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*Ferguson Library*  
*Instructed by Frank Skornia*

## Welcome to Intermediate Microsoft PowerPoint

By the end of this class you will be able to complete the following skills in Microsoft PowerPoint 2016 and Microsoft PowerPoint 365:

- Using Slide and Layout Masters to make the look of your presentation consistent
- Add transitions when you advance slides during your slideshow
- Animate elements in your slides
- Use Presenter view and its features when you are presenting

## Exercises

1. Enter **Slide Master** view from the **View** tab on the Ribbon
2. Examine the Slide Master and the Layout Masters. If you hover your mouse over them, you can see their name and what slides in your current presentation are using them.
3. Create a new layout by click on the **Insert Layout** button on the Ribbon
4. Insert 2 **Content Placeholders** next to each other. Note that you can use the same alignment guides as when you are inserting items when creating slides
5. Change the font and colors of the content in each content placeholder
6. Rename your new Layout Master as *Class Layout*
7. Exit Slide Master view
8. Create a new slide using your new layout.
9. Add transitions between the slides in the practice slide show
10. Use a **Fade** transition between 1 and 2; a **Wipe** transition between 2 and 3; an **Origami** transitions between 3 and 4; and a **Wind** between 4 and 5.
11. Select whatever transition you would like between slide 5 and the new slide you created in the last exercise.
12. For each transition, explore the various effect options that are available to change. Play around with some of the options.
13. Go to Slide 5 and have it play a **Wind** sound effect to match the **Wind** transition
14. Go to Slide 2, select the chart and give it a **Pulse** animation
15. Examine the Effect Options for the Pulse animation. See how you can have it affect different elements in the chart
16. Go to Slide 4 and click on the image. Give it a **Wipe** animation.

17. Examine the Effect Options for the Wipe animation. See how you can wipe from different directions.
18. Go to Slide 5 and select the entire text box. Give it a **Font Color** animation. Look at the Effect Options to see how you can change different things about the animation.
19. Select None from the Animation selection on the Ribbon to remove the Font Color animation
20. Select Point 1 and give it the **Font Color** animation. Do the same with Points 2 and 3. Have them all change colors.
  
21. Go to any of your slides and type some information into the **Notes** section. If you like, do this for a couple of more slides.
22. Go to Presenter View
23. Practice navigating through your slideshow in Presenter View.
24. Try using the **Pen** and **Highlighter** tools to mark up your slides.
25. Try out the **See All Slides** and **Zoom** functions.

## Further Study and Practice



The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit:

[https://infotrac.gale.com/itweb/stampl\\_main?db=UDEMY](https://infotrac.gale.com/itweb/stampl_main?db=UDEMY)

### **Suggested Courses:**

- Microsoft PowerPoint – Advanced PowerPoint Training
- PowerPoint Masterclass – Presentation Design & Animation
- PowerPoint Animation Deep Dive: Office Ninja Training