



## Microsoft PowerPoint 2016: Advanced

**Overview:** This course is intended for students who have a foundational working knowledge of PowerPoint 2016, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

**Prerequisites:** To ensure success, students should have experience using PowerPoint 2016, running within the Windows 10 operating system, to create, edit, and deliver multimedia presentations.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Modifying the PowerPoint Environment**

Customize the User Interface  
Set PowerPoint 2016 Options

#### **Lesson 2: Customizing Design Templates**

Modify Slide Masters and Slide Layouts  
Add Headers and Footers  
Modify the Notes Master and the Handout Master

#### **Lesson 3: Adding SmartArt and Math Equations to a Presentation**

Create SmartArt  
Modify SmartArt  
Write Math Equations

#### **Lesson 4: Working with Media and Animations**

Add Audio to a Presentation  
Add Video to a Presentation  
Customize Animations and Transitions

#### **Lesson 5: Collaborating on a Presentation**

Review a Presentation  
Store and Share Presentations on the Web

#### **Lesson 6: Customizing a Slide Show**

Annotate a Presentation  
Set Up a Slide Show  
Create a Custom Slide Show  
Add Hyperlinks and Action Buttons  
Record a Presentation

#### **Lesson 7: Securing and Distributing a Presentation**

Secure a Presentation  
Broadcast a Slide Show  
Create a Video or a CD