Microsoft PowerPoint Advanced

Overview: This course is intended for students who have a foundational working knowledge of PowerPoint 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 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