Microsoft® Office PowerPoint® 2016: Part 2

Course length: 1 day(s)

Course Description
Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2016 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.

Target Student:
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. To attain this level of knowledge and skills, you can take the following courses:

- Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 8
- Microsoft® Office PowerPoint® 2016: Part 1
Course Content

Lesson 1: Modifying the PowerPoint Environment
  Topic A: Customize the User Interface
  Topic B: Set PowerPoint 2016 Options

Lesson 2: Customizing Design Templates
  Topic A: Modify Slide Masters and Slide Layouts
  Topic B: Add Headers and Footers
  Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt and Math Equations to a Presentation
  Topic A: Create SmartArt
  Topic B: Modify SmartArt
  Topic C: Write Math Equations

Lesson 4: Working with Media and Animations
  Topic A: Add Audio to a Presentation
  Topic B: Add Video to a Presentation
  Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation
  Topic A: Review a Presentation
  Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show
  Topic A: Annotate a Presentation
  Topic B: Set Up a Slide Show
  Topic C: Create a Custom Slide Show
  Topic D: Add Hyperlinks and Action Buttons
  Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation
  Topic A: Secure a Presentation
  Topic B: Broadcast a Slide Show
  Topic C: Create a Video or a CD

Appendix A: Microsoft Office PowerPoint 2016 Exam 77-422

Appendix B: Microsoft PowerPoint 2016 Common Keyboard Shortcuts