

Course Outline | PowerPoint Advanced

1 day(s)

Welcome to the second part of our Microsoft 365 PowerPoint courseware. This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible. This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features. We will cover how to change the PowerPoint environment, create customized design templates, work with SmartArt, add media and customized animations, collaborate on presentations, customize slide shows, and more.

Course Outline

Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 365 Options

Customizing Design Templates

- Create and Manage Sections
- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

Working with Media and Animations

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

Collaborating on a Presentation

- Add Comments to a Presentation
- Review a Presentation
- Store and Share Presentations on the Web

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

Securing and Distributing a Presentation

- Secure a Presentation
- Present a Slide Show Online
- Export Options