



Microsoft PowerPoint 2016 Level 2

Course PPT16-02 1 Day Instructor-led, Hands on

Introduction

Students will learn advanced features of Microsoft PowerPoint. Specifically, students will learn how to customize PowerPoint presentations and the PowerPoint environment.

At Course Completion

Upon successful completion of this course, students will be able to:

- Customize PowerPoint presentations
- Add special effects to PowerPoint presentations
- Customize slides and slide shows
- Create diagrams in PowerPoint presentations
- Collaborate on PowerPoint presentations
- Secure and publish PowerPoint presentations

Prerequisites

Students should be familiar enough with Microsoft PowerPoint to be able to create and edit basic PowerPoint presentations.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft PowerPoint 2016 Level 1

Course Outline

Module 1: Customizing PowerPoint Presentations

- Using the Slide Master
- Working with Themes in Slide Masters
- Creating and Applying a Custom Slide Layout
- Using the Notes and Handouts Master
- Adding Headers and Footers
- Creating a Template Based on an Existing Presentation

Module 2: Adding Special Effects to Presentations

- Adding Animations to Slides
- Setting Automatic Transitions between Slides
- Adding Multimedia to Slides

Module 3: Customizing Slides

- Adding Sections
- Using Screenshot Clipping

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Module 4: Customizing a Slide Show

- Setting up a Custom Show
- Rehearsing Slide Show Timings
- Setting up a Slide Show to Repeat Automatically
- Using Presentation View
- Creating Hyperlinks
- Using Advanced Delivery Techniques

Module 5: Creating Diagrams in Presentations

- Choosing and Creating a SmartArt Diagram
- Formatting Diagrams
- Modifying Diagrams

Module 6: Collaborating on a Presentation

- Using Comments
- Showing and Hiding Markups
- Sending a Presentation for Review

Module 7: Securing and Publishing a Presentation

- Password Protecting a Presentation
- Mark a Presentation as Final
- Setting Up Autorecover Options
- Saving a Presentation as a Previous Version
- Publishing a Presentation to Microsoft Office Word
- Packaging a Presentation