

Microsoft PowerPoint Level 2

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

Introduction

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 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.

During this one-day, instructor-led course, students will learn advanced features of Microsoft PowerPoint. Specifically, students will learn how to customize PowerPoint presentations and the PowerPoint environment.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

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

- Use the slide master to customize slides, notes, pages and handouts
- Work with headers and footers
- Create and use a template based on an existing file
- Add special effects to slides by animating them
- Set each slide to transition automatically
- Add multimedia to slides, such as video and audio clips
- Modify the audio clip by setting it to run automatically and hiding it during the slide show
- Add sections between slides to facilitate movement
- Use the screen clipping feature to clip an image from another program
- Learn about setting up a custom slide show and running a slide show automatically
- Navigate to other slides and link to a website

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- Learn about the screen clipping feature and use advanced delivery techniques
- Review various diagram tools available in PowerPoint
- Learn about creating, editing, formatting and applying effects in diagrams
- Learn how to review a presentation using comments and drawing and hiding markups
- Learn how to use Outlook to send a presentation
- Learn about password protecting your presentation
- Marking a presentation as private
- Save a presentation as a Show
- Send your presentation to Microsoft Word and export to PDF

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 Level 1

Course Outline

Module 1: Customizing PowerPoint Presentations

- Using the Slide Master
- Working with Themes
- 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

Module 4: Customizing a Slide Show

- Setting up a Custom Show
- Rehearsing Slide Show Timings
- Setting up a Slide Show to Repeat Automatically

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- Using Presentation View
- Creating Hyperlinks
- Using Zoom
- 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 PowerPoint Show
- Publishing a Presentation to Microsoft Office Word
- Saving Your Presentation as a PDF