Microsoft® Office PowerPoint® 2016: Level 2

Training Course Content

Course Objective: Upon completing this course, students will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. Learn how to modify and create from thousands of new PowerPoint templates and themes. Use new PowerPoint Designer service to quickly select styles of slides to make them look better. You will learn to modify the PowerPoint environment, customize design templates and new 2016 animations and transitions, customize a slideshow, and secure and distribute a presentation. Find out how much easier it is in PowerPoint 2016 to share presentations with Real-time Co-authoring.

Prerequisites: To ensure success, students should have experience using PowerPoint 2016, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 course or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Modifying the PowerPoint Environment

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

Lesson 2: Customizing Design Templates

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

Lesson 3: Adding SmartArt to a Presentation

Topic 3A: Create SmartArt
Topic 3B: Modify SmartArt

Lesson 4: Working with Media and Animations

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

Lesson 5: Collaborating on a Presentation

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

Lesson 6: Customizing a Slide Show

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

Lesson 7: Securing and Distributing a Presentation

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