

PowerPoint 2016 - Part 2

Overview

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

Prerequisites

- PowerPoint 2016 - Part 1
- Using Microsoft Windows 10

Prerequisite Comments

To ensure success, students should have experience using PowerPoint 2016, running within the Windows® 10 operating system, to create, edit, and deliver multimedia presentations.

Target Audience

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.

Course Objectives

Upon completing this course, you 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.

You will:

Modify the PowerPoint environment.

Customize design templates.

Add SmartArt and math equations to a presentation.

Work with media and animations.

Collaborate on a presentation.

Customize a slide show.

Secure and distribute a presentation.

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

26/05/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
07/07/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
04/08/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
08/09/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275
05/10/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 275
03/11/21	G2R	1:00PM - 9:00PM	Dublin, Ireland	OLL	EUR 275
10/12/21	G2R	2:00PM - 10:00PM	Dublin, Ireland	OLL	EUR 275

Course Outline

1 - Modifying the PowerPoint Environment

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

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

3 - Adding SmartArt and Math Equations to a Presentation

Topic A: Create SmartArt
Topic B: Modify SmartArt
Topic C: Write Math Equations

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

5 - Collaborating on a Presentation

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

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

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

Related Courses, Certifications, Exams ---

- PowerPoint 2016 - Part 1
 - Using Microsoft Windows 10
 - The Art of Effective Presentations
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