

## PowerPoint 2016 - Part 2

### Overview

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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

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- PowerPoint 2016 - Part 1
- Using Microsoft Windows 10

### Prerequisite Comments

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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

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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

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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.

### Course Outline

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## 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

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- PowerPoint 2016 - Part 1

- Using Microsoft Windows 10
  - The Art of Effective Presentations
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