

MICROSOFT POWERPOINT 2016 - LEVEL 2 & 3 / ADVANCED

Course Code: 6678

Learn advanced PowerPoint skills in this course.

This course will teach you how to 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, and how to secure and distribute a presentation.

What You'll Learn

- 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
- How to secure and distribute a presentation

Who Needs to Attend

This course is meant for people who are interested in advancing their PowerPoint 2016 skills.

Prerequisites

To ensure success, students should have experience using PowerPoint 2016, running within the Windows® 10 or 8.1 operating system, to create, edit, and deliver multimedia presentations. Attendees should also have either taken PowerPoint 2016 level 1 or have some basic experience with the program.

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CLASSROOM LIVE

\$355 CAD

1 Day

Classroom Live Outline

Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 2016 Options

Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

Customizing a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

Securing and Distributing a Presentation

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

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VIRTUAL CLASSROOM LIVE

\$355 CAD

1 Day

Virtual Classroom Live Outline

Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 2016 Options

Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

Customizing a Slide Show

- Annotate a Presentation
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Securing and Distributing a Presentation

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PRIVATE GROUP TRAINING

1 Day

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