

# 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

\$295 USD

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

# MICROSOFT POWERPOINT 2016 - LEVEL 2 & 3 / ADVANCED

Course Code: 6678

VIRTUAL CLASSROOM LIVE

\$295 USD

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
- 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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PRIVATE GROUP TRAINING

1 Day

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