

MICROSOFT POWERPOINT 365: PART 2

Course Code: 821479

By the end of this course users should be comfortable with customizing the PowerPoint user interface, customizing design templates, implementing media and custom animations in a presentation, using collaboration tools, customizing slide shows in a number of different ways, as well as securing and distributing a presentation.

Welcome to the second part of our Microsoft 365 PowerPoint courseware. This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible.

This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features. We will cover how to change the PowerPoint environment, create customized design templates, work with SmartArt, add media and customized animations, collaborate on presentations, customize slide shows, and more.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

What You'll Learn

- Modifying the PowerPoint Environment
- Customizing Design Templates
- Adding SmartArt to a Presentation
- Working with Media and Animations
- Collaborating on a Presentation
- Customizing a Slide Show
- Securing and Distributing a Presentation

Who Needs to Attend

This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features.

Prerequisites

This course assumes the user has completed or has an understanding of the materials covered in the first part of the Microsoft 365 PowerPoint courseware, including:

- Getting started with PowerPoint 365
- Developing a PowerPoint presentation
- Performing advanced text editing
- Adding graphical elements to your presentation
- Modifying objects in your presentation
- Adding tables and charts to your presentation
- Preparing to deliver your presentation

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CLASSROOM LIVE

\$295 CAD

1 Day

Classroom Live Outline

Lesson 1: Modifying the PowerPoint Environment

- Topic A: Customize the User Interface
- Topic B: Set PowerPoint 365 Options

Lesson 2: Customizing Design Templates

- Topic A: Create and Manage Sections
- Topic B: Modify Slide Masters and Slide Layouts
- Topic C: Add Headers and Footers
- Topic D: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

- Topic A: Create SmartArt
- Topic B: Modify SmartArt

Lesson 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

Lesson 5: Collaborating on a Presentation

- Topic A: Add Comments to a Presentation
- Topic B: Review a Presentation
- Topic C: Store and Share Presentations on the Web

Lesson 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

Lesson 7: Securing and Distributing a Presentation

- Topic A: Secure a Presentation
- Topic B: Present a Slide Show Online

- Topic C: Export Options

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

Virtual Classroom Live Outline

Lesson 1: Modifying the PowerPoint Environment

- Topic A: Customize the User Interface
- Topic B: Set PowerPoint 365 Options

Lesson 2: Customizing Design Templates

- Topic A: Create and Manage Sections
- Topic B: Modify Slide Masters and Slide Layouts
- Topic C: Add Headers and Footers
- Topic D: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

- Topic A: Create SmartArt
- Topic B: Modify SmartArt

Lesson 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

Lesson 5: Collaborating on a Presentation

- Topic A: Add Comments to a Presentation
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- 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

Lesson 7: Securing and Distributing a Presentation

- Topic A: Secure a Presentation
- Topic B: Present a Slide Show Online

- Topic C: Export Options

Jul 21 - 21, 2026 | 9:00 AM - 5:00 PM EDT

Oct 27 - 27, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

Date created: 5/24/2026 6:22:22 PM

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