

COURSE OVERVIEW

Course Name:
Microsoft PowerPoint 2016:
Level 2

COURSE DURATION: 1 Day

Gauteng:

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Gauteng:

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Cape Town:

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COURSE OVERVIEW

Microsoft Office PowerPoint 2016 provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also do not consume all of your available time.

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

COURSE OUTLINE

Lesson 1: Modifying the PowerPoint Environment

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

Lesson 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

Lesson 3: Adding SmartArt and Math Equations to a Presentation

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

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: Review a Presentation
- Topic B: 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: Broadcast a Slide Show
- Topic C: Create a Video or a CD

Appendix A: Microsoft Office PowerPoint 2016 Exam 77-729

Appendix B: Microsoft PowerPoint 2016 Common Keyboard Shortcuts