



Microsoft PowerPoint – Level 2 & 3 Advanced

Duration: 1 day

Course Description

Customize design templates, work with media and animations, incorporate SmartArt and math equations, collaborate on a presentation, create custom slide shows share and distribute a presentation.

Course Content

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