

Overview:

PowerPoint 2016 provides you with a variety of tools you need to deliver your presentation content on time, to any audience, and more importantly make it interesting, informative, and memorable. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Target Audience:

This course is intended for students who have a foundational working knowledge of PowerPoint 2016, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Pre-requisites:

To ensure success, students should have experience using PowerPoint 2016, running within the Windows 8 operating system, to create, edit, and deliver multimedia presentations. To attain this level of knowledge and skills, you can take the following courses:

- Using Microsoft Windows 8
- Microsoft Windows 8 Transition from Windows 7
- Microsoft Office PowerPoint 2016: Part 1

Lesson 1: Modifying the PowerPoint Environment

- Customise the User Interface
- Set PowerPoint 2013 Options

Lesson 2: Customising Design Templates

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

Lesson 3: Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

Lesson 4: Working with Media and Animations

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

Lesson 5: Collaborating on a Presentation

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

Lesson 6: Customising a Slide Show

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

Lesson 7: Securing and Distributing a Presentation

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