ProTech Professional Technical Services, Inc.

Microsoft PowerPoint for Office 365: Part 2

Course Summary

Description

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® PowerPoint® provides you with a variety of such 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 don't consume all of your available time.

Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365™ subscription. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course may be a useful component in your preparation for the **Microsoft PowerPoint (Microsoft 365 Apps): Exam MO-310** certification exam.

Objectives

By the end of this course, students will be able to:

- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.

- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

Topics

- Customizing Design Templates
- Adding Tables
- Adding Charts
- Working with Media
- Building Advanced Transitions and Animations

- Collaborating on a Presentation
- Customizing Presentation Delivery
- Modifying Presentation Navigation
- Securing and Distributing a Presentation

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Course Summary (cont)

Audience

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

Prerequisites

To ensure success, students should have experience using PowerPoint, running within the Windows® 10 operating system, to create, edit, and deliver presentations. To obtain this level of knowledge and skill, you can take the following Logical Operations courses:

- *Using Microsoft® Windows® 10 (Second Edition)*
- *Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 1*

Duration

One day

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Course Outline

I. *Customizing Design Templates*
   A. Modify Slide Masters and Slide Layouts
   B. Modify the Notes Master and the Handout Master
   C. Add Headers and Footers

II. *Adding Tables*
   A. Create a Table
   B. Format a Table
   C. Insert a Table from Other Office Applications

III. *Adding Charts*
   A. Create a Chart
   B. Format a Chart
   C. Insert a Chart from Microsoft Excel

IV. *Working with Media*
   A. Add Audio to a Presentation
   B. Add Video to a Presentation
   C. Add a Screen Recording

V. *Building Advanced Transitions and Animations*
   A. Use the Morph Transition
   B. Customize Animations

VI. *Collaborating on a Presentation*
   A. Review a Presentation
   B. Co-author a Presentation

VII. *Customizing Presentation Delivery*
   A. Enhance a Life Presentation
   B. Record a Presentation
   C. Set Up a Slide Show

VIII. *Modifying Presentation Navigation*
   A. Divide a Presentation into Sections
   B. Add Links
   C. Create a Custom Slide Show

IX. *Securing and Distributing a Presentation*
   A. Secure a Presentation
   B. Create a Video or CD