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Microsoft PowerPoint for Office 365 – Part 2 Training

Microsoft Authorized Training · Applied Technology Academy

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. 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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**1 Day**	**2 years: Microsoft Excel**	**$44,561**	**Yes**

Course Overview

In this course, you will use the advanced tools and features in PowerPoint to create and deliver engaging presentations.

You will:

- 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.

Course Outline

- **Lesson 1: Customizing Design Templates**
  - Topic A: Modify Slide Masters and Slide Layouts
  - Topic B: Modify the Notes Master and the Handout Master
  - Topic C: Add Headers and Footers

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- **Lesson 2: Adding Tables**
  - Topic A: Create a Table
  - Topic B: Format a Table
  - Topic C: Insert a Table from Other Microsoft Office Applications
- **Lesson 3: Adding Charts**
  - Topic A: Create a Chart
  - Topic B: Format a Chart
  - Topic C: Insert a Chart from Microsoft Excel
- **Lesson 4: Working with Media**
  - Topic A: Add Audio to a Presentation
  - Topic B: Add Video to a Presentation
  - Topic C: Add a Screen Recording
- **Lesson 5: Building Advanced Transitions and Animations**
  - Topic A: Use the Morph Transition
  - Topic B: Customize Animations
- **Lesson 6: Collaborating on a Presentation**
  - Topic A: Review a Presentation
  - Topic B: Co-author a Presentation
- **Lesson 7: Customizing Presentation Delivery**
  - Topic A: Enhance a Live Presentation
  - Topic B: Record a Presentation
  - Topic C: Set Up a Slide Show
- **Lesson 8: Modifying Presentation Navigation**
  - Topic A: Divide a Presentation into Sections
  - Topic B: Add Links
  - Topic C: Create a Custom Slide Show
- **Lesson 9: Securing and Distributing a Presentation**
  - Topic A: Secure a Presentation
  - Topic B: Create a Video or a CD

Intended Audience

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

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 skills, you can take the following courses:

- Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 7
- Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 1

Follow-On Courses

- Microsoft Excel for Office 365: Part 1
- Microsoft PowerPoint for Office 365: Part 2
- Microsoft Access for Office 365: Part 3

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.