

COURSE OUTLINE



Microsoft PowerPoint 365:

Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Advanced	VILT/ILT	N/A	End User

Course Overview

Welcome to the second part of our Microsoft 365 PowerPoint courseware. This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible.

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. We will cover how to change the PowerPoint environment, create customized design templates, work with SmartArt, add media and customized animations, collaborate on presentations, customize slide shows, and more.

Topics

Modifying the PowerPoint Environment

This lesson gives students a look at the PowerPoint environment and how to modify it. They will learn how to customize the user interface and how to set options.

- TOPIC A: Customize the User Interface
- TOPIC B: Set PowerPoint 365 Options

Customizing Design Templates

Making the most of the customizability of PowerPoint is the focus of this lesson, templates in particular.

This lesson gives your students a look at how to create and manage sections, modify slide masters and slide layouts, add headers and footers, and modify the notes master and the handout master.

- TOPIC A: Create and Manage Sections
- TOPIC B: Modify Slide Masters and Slide Layouts
- TOPIC C: Add Headers and Footers
- TOPIC D: Modify the Notes Master and the Handout Master

Adding SmartArt to a Presentation

SmartArt can add so much to any presentation and help bring it to life. This lesson shows your students how to create and modify SmartArt.

- TOPIC A: Create SmartArt
- TOPIC B: Modify SmartArt

Working with Media and Animations

Media and animations are items that can be used to enhance presentations. This lesson looks at how students can add audio and video to a presentation and how to customize animations and transitions.

- TOPIC A: Add Audio to a Presentation

- TOPIC B: Add Video to a Presentation
- TOPIC B: Add Video to a Presentation

Collaborating on a Presentation

Sometimes a presentation is the work of many hands and this lesson covers some of the collaboration tools and how they can be used to review a presentation in a collaborative manner. Students are also shown how to add comments to a presentation, and how to store and share presentations on the web.

- TOPIC A: Add Comments to a Presentation
- TOPIC B: Review a Presentation
- TOPIC C: Store and Share Presentations on the Web

Customizing a Slide Show

Here's where your students get a better grip on how to customize their slide shows. This lesson covers how to: annotate a presentation, set up a slide show, create a custom slide show, add hyperlinks and action buttons, and record a presentation.

- 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

Securing and Distributing a Presentation

This course wraps up with the security and distribution of a presentation. Students will learn how to secure a presentation, present a slide show online, and about different exporting options for their presentations.

- TOPIC A: Secure a Presentation
- TOPIC B: Present a Slide Show Online
- TOPIC C: Export Options