New Horizons®

Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2

Summary

Length: 8 hours Level: Experienced

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 PowerPoint Associate (Microsoft 365 Apps and Office 2019): Exam MO-300 certification exam.

Learning Objectives

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

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

2. **Adding Tables**

   Topic A- Create a Table
   Topic B- Format a Table
   Topic C- Insert a Table from Other Microsoft Office Applications

3. **Adding Charts**

   Topic A- Create a Chart
   Topic B- Format a Chart
   Topic C- Insert a Chart from Microsoft Excel

4. **Working with Media**

   Topic A- Add Audio to a Presentation
   Topic B- Add Video to a Presentation

Topic C- Add a Screen Recording

5.   **Building Advanced Transitions and Animations**

Topic A- Use the Morph Transition
Topic B- Customize Animations

6.   **Collaborating on a Presentation**

Topic A- Review a Presentation
Topic B- Co-author a Presentation

7.   **Customizing Presentation Delivery**

Topic A- Enhance a Live Presentation
Topic B- Record a Presentation
Topic C- Set Up a Slide Show

8.   **Modifying Presentation Navigation**

Topic A- Divide a Presentation into Sections
Topic B- Add Links
Topic C- Create a Custom Slide Show

9.   **Securing and Distributing a Presentation**

Topic A- Secure a Presentation
Topic B- Create a Video or a CD

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