



Microsoft Office PowerPoint 2019/2021: Part 2

Summary

Length: 8 hours Level: Experienced

Meetings, instruction, training, and pitches are all 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 2021 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 your available time. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300. This course may earn a Credly Badge.

Learning Objectives

In this course, you will use the advanced tools and features in PowerPoint 2021 to create and deliver engaging presentations.

You will:

Customize design templates.

Add tables.

Add charts.

Work with media.

Build advanced transitions and animations.

Finalize 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. Finalizing a Presentation

Topic A: Review a Presentation

Topic B: Enhance a Live Presentation

Topic C: Record a Presentation

Topic D: Set Up a Slide Show

7. Modifying Presentation Navigation

Topic A: Divide a Presentation into Sections

Topic B: Add Links

Topic C: Create a Custom Slide Show

8. Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create Digital Media

Audience

This course is intended for students who have a foundational working knowledge of PowerPoint 2021 and 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 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 Logical Operations courses: Using Microsoft Windows 10 (Second Edition) Microsoft Office PowerPoint 2021: Part 1