

Office Productivity Training

Microsoft PowerPoint Level 2 Advanced Features

Elevate your PowerPoint presentations with advanced features that enhance interactivity, design, and collaboration. This hands-on course will teach you to incorporate multimedia, master slide layouts, and streamline your workflow using powerful tools.

Explore advanced animation techniques, work with the Slide Master, and create custom templates. Enhance engagement through Zoom, Summary, and Sections, and discover best practices for sharing via OneDrive and Teams.

By the end of the course, you will have the skills to confidently create dynamic and professional presentations.

Learner Outcomes

At the end of this program, learners will be able to:

- Work with the Slide Master
- Utilize Advanced Animation Techniques
- Incorporate Multimedia and Special Effects
- Enhance Navigation with Zoom, Summary, and Sections
- Share and Collaborate on Presentations
- Create and Export Videos from PowerPoint
- Design and Implement Custom Templates
- Apply Slideshow Presentation Best Practices

Course length: 4 hours

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PowerPoint L2-Advanced Features Course Outline

1. Working with the Slide Master

- Understanding the Slide Master and layout customization
- Creating consistent branding with custom themes and styles
- Managing placeholders and default text formatting
- Applying global changes across slides efficiently

2. Advanced Animation Techniques

- Applying motion paths and advanced effect options
- Layering multiple animations for complex effects
- Using the Animation Pane for precise timing control
- Triggering animations with clicks and object interactions

3. Adding Multimedia and Special Effects

- Inserting and formatting audio and video
- Setting playback options for multimedia elements
- Using live captions and subtitles
- Enhancing engagement with screen recordings and live camera feeds

4. Enhancing Navigation with Zoom, Summary, and Sections

- Using Zoom for dynamic, non-linear presentations
- Creating a Summary Zoom for an interactive overview
- Organizing slides with Sections for better flow

5. Sharing and Collaborating on Presentations

- Sharing presentations via OneDrive and Teams
- Co-authoring in real-time with colleagues
- Managing version history and file recovery options

6. Creating and Exporting Videos from PowerPoint

- Converting presentations into high-quality videos
- Setting slide timings and narration for video output
- Exporting videos in different formats (MP4, WMV)

- Using PowerPoint's Record feature for voiceovers and annotations

7. Creating Custom Templates

- Designing reusable PowerPoint templates
- Saving and distributing templates for consistency
- Incorporating company branding and guidelines

8. Slideshow Presentation Tips and Best Practices

- Using Presenter View for a polished delivery
- Setting up custom slide shows for different audiences
- Rehearsing with the Presenter Coach

Appendix: AI-Powered Features in PowerPoint 365

Using Microsoft 365 Copilot for PowerPoint

- Generating presentation content using AI assistance
- Designing slides with AI-driven suggestions
- Automating repetitive tasks to enhance productivity
- Understanding ethical considerations and best practices for AI use