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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Objectives and Outline

PowerPoint 365: Advanced/Level 2

Days: 1   **Prerequisites or Equivalent Skills:** Windows and PowerPoint Level 1

Target Student and Goals:

You should be comfortable using a personal computer and Microsoft Windows. You will also need to know the basics of using Microsoft PowerPoint. You will get the most out of this course if your goal is to become proficient using PowerPoint to create enhanced presentations.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Control global settings by using slide masters, apply transition effects, control and record timings, and create custom slide shows.

- Crop images and remove background elements, insert and edit media files, apply animation effects, and create a photo album presentation.

- Create and edit SmartArt graphics, create tables from scratch, and create and format charts.

- Create action buttons for user navigation, and create and edit equations.

- Integrate Microsoft Office files, create a presentation from a Word outline, embed and link external resources, and create hyperlinks.

- Insert review comments, protect a presentation with a password, create handouts in Word, and prepare a presentation for delivery in several formats, including CD, PDF, video, and image files; and deliver a presentation online.

- Customize application settings and toolbars, and create and apply custom themes.

Course Outline:

Unit 1 : Slide masters and transitions

- Slide masters
- Transitions and timings
- Custom slide shows

Unit 2 : Graphics and media

- Modifying graphics
- Media clips
- Animation
- Photo albums

Unit 3 : Customizing slide elements

- Working with SmartArt graphics
- Customizing tables
- Working with charts

Unit 4 : Action buttons and linking

- Adding special effects
- Adding an action button with sound
- Linking a slide to another file
- Creating a hyperlink to a Web page

Unit 5 : Microsoft Office integration

- Working with Excel
- Working with Word
- Building slides from a Word outline

Unit 6 : Finalizing and distributing presentations

- Reviewing and finishing
- Advanced delivery techniques
- Distributing presentations

Unit 7 : Customizing PowerPoint

- Application settings
- Custom themes