

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

Course Overview

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This is a 1-day class

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.

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.

Who Should Attend

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.

Course 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

Modify Slide Masters and Slide Layouts
Modify the Notes Master and the Handout Master
Add Headers and Footers

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2 Adding Tables

Create a Table
Format a Table
Insert a Table from Other Microsoft Office Applications

3 Adding Charts

Create a Chart
Format a Chart
Insert a Chart from Microsoft Excel

4 Working with Media

Add Audio to a Presentation
Add Video to a Presentation
Add a Screen Recording

5 Building Advanced Transitions and Animations

Use the Morph Transition
Customize Animations

6 Collaborating on a Presentation

Review a Presentation
Co-author a Presentation

7 Customizing Presentation Delivery

Enhance a Live Presentation
Record a Presentation
Set Up a Slide Show

8 Modifying Presentation Navigation

Divide a Presentation into Sections
Add Links
Create a Custom Slide Show

9 Securing and Distributing a Presentation

Secure a Presentation
Create a Video or a CD

10 Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

11 Appendix B: Microsoft®PowerPoint® Common Keyboard Shortcuts

12 Appendix C: Using Ink to Hand Draw Elements