

Microsoft PowerPoint Level 2

2021

Course Length: 1-day (8:30am – 4:00pm)

Course Cost \$310.00 + applicable taxes

Overview

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.

Course 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 Content

Lesson 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

Lesson 2: Adding Tables

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 3: Adding Charts

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 4: Working with Media

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Add a Screen Recording

Lesson 5: Building Advanced Transitions and Animations

Topic A: Use the Morph Transition

Topic B: Customize Animations

Lesson 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

Lesson 7: Modifying Presentation Navigation



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CORPORATE TRAINING

Topic A: Divide a Presentation into Sections

Topic B: Add Links

Topic C: Create a Custom Slide Show

Lesson 8: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create Digital Media