

Microsoft Office 2016 PowerPoint – Advanced Series!

Description

This course will teach students how to modify the PowerPoint environment, customize design templates, add SmartArt and math equations to a presentation, work with media and animations, collaborate on a presentation, customize a slide show, and secure and distribute a presentation.

Course Modules:

Module 01: Getting Started with PowerPoint

(Duration: 24m)

1. Workbook
2. Topic A: Customize the User Interface
3. The PowerPoint Options Dialog Box
4. The Customize Ribbon Tab
5. The Customize the Ribbon Pane Hierarchy
6. The Customize Status Bar Menu
7. Demo – Customizing the Ribbon and the Status Bar
8. The Window Group
9. Demo – Working with Multiple Windows Simultaneously

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10. Topic B: Set PowerPoint 2016 Options
11. The Save Options
12. The Advanced Options
13. Demo – Setting PowerPoint 2016 Options
14. Chapter 01 Review
15. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Customizing Design Templates

(Duration: 25 m)

1. Workbook
2. Topic A: Modify Slide Masters and Slide Layouts
3. Slide Masters
4. The Slide Master Tab
5. Demo – Working with Slide Masters
6. Custom Slide Layouts
7. Custom Themes
8. Demo – Creating a Custom Slide Layout
9. Topic B: Add Headers and Footers
10. Footers and Headers
11. The Header and Footer Dialog Box
12. Demo – Adding Headers and Footers
13. Topic C: Modify the Notes Master and the Handout Master
14. The Notes Master
15. The Handout Master
16. Demo – Modifying Notes Masters and Handout Masters
17. Chapter 02 Review
18. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 03: Adding SmartArt and Math Equations to a Presentation

(Duration: 37 m)

1. Workbook
2. Topic A: Create SmartArt
3. SmartArt Graphics
4. The Choose a SmartArt Graphic Dialog Box
5. The Text Pane
6. SmartArt Categories
7. Demo – Adding SmartArt to a Presentation
8. Topic B: Modify SmartArt
9. The SmartArt Tools Contextual Tab
10. The SmartArt Tools Design Tab
11. The SmartArt Tools Format Tab
12. The Selection Pane
13. Demo – Modifying SmartArt
14. Topic C: Write Math Equations
15. The Insert Equation Feature
16. The Equation Tools Design Tab
17. The Ink Equation Dialog Box
18. Demo – Writing Math Equations
19. Chapter 03 Review
20. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 04: Working with Media and Animations

(Duration: 33 m)

1. Workbook
2. Topic A: Add Audio to a Presentation
3. Audio File Formats
4. The Audio/Video Controls
5. Bookmarks
6. The Audio Tools Contextual Tab
7. The Playback Tab
8. The Trim Audio Dialog Box
9. Demo – Adding Audio to a Presentation
10. Topic B: Add Video to a Presentation
11. Video File Formats
12. The Video Tools Contextual Tab
13. The Format Tab
14. Poster Frames
15. Embed Codes
16. The Insert Screen Recording Controls
17. Demo – Adding Video to a Presentation
18. The Playback Tab
19. Demo – Setting Video Playback Options
20. Topic C: Customize Animations and Transitions
21. The Animation Pane
22. The Effect Options Dialog Box
23. Demo – Creating Custom Animation Effects
24. The Timing Group
25. Demo – Timing Slide Transitions
26. Chapter 04 Review
27. Review Quiz **(Number of attempts allowed: Unlimited)**

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Module 05: Collaborating on a Presentation

(Duration: 21 m)

1. Workbook
2. Topic A: Review a Presentation
3. Sections
4. Demo- Adding and Managing Sections
5. Comments
6. The Comments Pane
7. Demo- Adding and Managing Comments
8. The Revisions Pane
9. The Compare Group
10. Demo- Comparing and Merging Presentations
11. Topic B: Store and Share Presentations on the Web
12. Microsoft OneDrive
13. The Save to Cloud Option
14. PowerPoint Online
15. The Share Pane
16. Demo- Sharing a Presentation on the Web
17. Chapter 05 Review
18. Review Quiz (Number of attempts allowed: Unlimited)

Module 06: Customizing a Slide Show

(Duration: 30 m)

1. Workbook
2. Topic A: Annotate a Presentation
3. Annotations
4. Annotation Tools

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5. Demo- Annotating a Presentation
6. Topic B: Set Up a Slide Show
7. The Presenter View
8. The Set Up Show Dialog Box
9. Demo- Setting Up a Slide Show
10. Topic C: Create a Custom Slide Show
11. The Custom Shows Dialog Box
12. The Define Custom Show Dialog Box
13. Demo- Creating a Custom Slide Show
14. Topic D: Add Hyperlinks and Action Buttons
15. Hyperlinks
16. The Insert Hyperlink Dialog Box
17. Action Buttons
18. The Action Settings Dialog Box
19. Demo- Adding Action Buttons to a Presentation
20. Topic E: Record a Presentation
21. The Record Slide Show Dialog Box
22. The Recording Shortcut Menu
23. Demo- Recording a Presentation
24. Chapter 06 Review
25. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 07: Securing and Distributing a Presentation

(Duration: 27 m)

1. Workbook
2. Topic A: Secure a Presentation
3. Password Protection
4. The Mark as Final Feature
5. Digital Signatures
6. Digital IDs
7. The Trust Center Dialog Box
8. The Document Inspector Dialog Box
9. Demo – Securing a Presentation

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10. Topic B: Broadcast a Slide Show
11. The Present Online Option
12. The Present Online Window
13. Demo – Presenting a Slide Show Online
14. Topic C: Create a Video or a CD
15. The Create a Video Option
16. Demo – Converting a Presentation to a Video
17. The Package for CD Dialog Box
18. Demo – Packaging a Presentation
19. Chapter 07 Review
20. Course Closure
21. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

- On-demand video
- 7 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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