Microsoft® Office PowerPoint® 2021: Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS): PowerPoint Associate (Office 365 and Office 2021 —* **Exam:** *MO-300*

Course Description

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, a robust set of tools such as Microsoft PowerPoint 2021 is needed. It provides the user with a variety of tools that can help them deliver content in any situation while saving time and effort. In this course, participants will be shown how to take advantage of these tools to create interesting, informative, and memorable presentations that will deliver their content, on time, to all audiences, and to only those who need to see it.

Target Audience

This course is intended for:
- Persons who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and experience:
- Microsoft® Office PowerPoint® 2021: Part 1

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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.

Microsoft Partner

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Course Topics

Module 1: Customizing Design Templates
- Modify Slide Masters and Slide Layouts
- Modify the Notes Master and the Handout Master
- Add Headers and Footers

Module 2: Adding Tables
- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Module 3: Adding Charts
- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Module 4: Working with Media
- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

Module 5: Building Advanced Transitions and Animations
- Use the Morph Transition
- Customize Animations

Module 6: Finalizing a Presentation
- Review a Presentation
- Enhance a Live Presentation
- Record a Presentation
- Set Up a Slide Show

Module 7: Modifying Presentation Navigation
- Divide a Presentation into Sections
- Add Links
- Create a Custom Slide Show

Module 8: Securing and Distributing a Presentation
- Secure a Presentation
- Create Digital Media

Appendix C: Using Ink to Hand Draw Elements

ACTIVITIES INCLUDED

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