Microsoft® Office PowerPoint® 2016: Part 2

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

Certification: Microsoft Office Specialist (MOS) PowerPoint 2016 —
***Exam**: 77-729*

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, 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? By using Microsoft Office PowerPoint 2016 robust set of tools which 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.

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 Microsoft Office PowerPoint 2016: Part 1 course or have the equivalent knowledge and skills.

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Exam Details

Exam Code:	• *77-729*
Length of Exam:	• 120 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice

Course Objectives

Upon successful completion of this course, attendees will be able 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.
- Secure and distribute a presentation.

Course Topics

Module 1: Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 2016 Options

Module 2: Customizing Design Templates

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

Module 3: Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Course Topics *Continued*

Module 4: Working with Media and Animations
- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Module 5: Collaborating on a Presentation
- Review a Presentation
- Store and Share Presentations on the Web

Module 6: Customizing a Slide Show
- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

Module 7: Securing and Distributing a Presentation
- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

ACTIVITIES INCLUDED