PowerPoint for Office 365 Advanced

Length: 1/2 Day

Summary: 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.

Prerequisites: PowerPoint for Office 365 Introduction

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 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