

Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 2

Duration: 1 Day

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

Certification: Microsoft Office Specialist: PowerPoint Associate
(PowerPoint 365 and PowerPoint 2019) — **Exam:** MO-300:
Microsoft PowerPoint (PowerPoint 365 and PowerPoint 2019)

Course Description

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, participants will be creating presentations that not only stand out from the crowd, but also do not consume all their available time.

Note: The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

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.
- Persons who wish to prepare for the certification exam.

Prerequisites

To attend this course, candidates must have:

- Experience using PowerPoint, running within the Windows® 10 operating system, to create, edit, and deliver presentations.



Prerequisites *Continued*

-OR-

- To obtain this level of skills and knowledge, candidates must have completed one or more of the following courses:
 - *Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 7*
 - *Microsoft® PowerPoint® for Office 365™ (Desktop or Online): 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.
- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

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



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Course Topics *Continued*

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: Collaborating on a Presentation

- Review a Presentation
- Co-Author a Presentation

Module 7: Customizing Presentation Delivery

- Enhance a Live Presentation
- Record a Presentation
- Set Up a Slide Show

Module 8: Modifying Presentation Navigation

- Divide a Presentation into Sections
- Add Links
- Create a Custom Slide Show

Module 9: Securing and Distributing a Presentation

- Secure a Presentation
- Create a Video or a CD

ACTIVITIES INCLUDED



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