

Course Description

This course is intended for students who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Learning Objectives

- 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.

Modifying the PowerPoint Environment

- Customize the User Interface
 - The PowerPoint Options Dialog Box
 - The Customize Ribbon Tab
 - The Customize Ribbon Pane Hierarchy
 - The Customize Status Bar Menu
 - The Window Group
- Set PowerPoint Options
 - The Save Options
 - The Advanced Options

Customizing Design Templates

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

Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
 - SmartArt Graphics
 - The Text Pane
 - SmartArt Categories
- Modify SmartArt
 - The SmartArt Contextual Tab
 - The SmartArt Tools Design Tab
 - The SmartArt Tools Format Tab
 - The Selection Pane
- Write Math Equations
 - The Insert Equation Feature
 - The Equation Tools Design Tab
 - The Ink Equation Dialog Box

Working with Media and Animations

- Add Audio to a Presentation
 - Audio File Formats
 - The Audio/Video Controls
 - Bookmarks
 - The Audio Tools Contextual Tab
 - The Playback Tab
 - The Trim Audio Dialog Box
- Add Video to a Presentation
 - Video File Formats
 - The Video Tools Contextual Tab
 - The Format Tab
 - Poster Frames
 - Embed Codes
 - The Insert Screen Recording Controls
 - The Playback Tab
- Customize Animations and Transitions
 - The Animation Pane
 - The Effect Options Dialog Box
 - The Timing Group

Collaborating on a Presentation

- Review a Presentation
 - Sections
 - Comments
 - Markup
 - The Comments Pane
 - The Revisions Pane
 - The Compare Group
- Store and Share Presentations on the Web
 - Co-authoring
 - Microsoft OneDrive
 - The Save to Cloud Option
 - PowerPoint Online
 - The Share Pane

Customizing a Slide Show

- Annotate a Presentation
 - Annotations
 - Annotation Tools
- Set Up a Slide Show
 - The Presenter View
 - Kiosks
 - Looping
- Create a Custom Slide Show
 - Custom Slide Shows
 - The Custom Shows Dialog Box
 - The Define Custom Show Dialog Box
- Add Hyperlinks and Action Buttons
 - Hyperlinks
 - Action Buttons
- Record a Presentation
 - The Record Slide Show Dialog Box
 - The Recording Shortcut Menu
 - The Rehearse Timings Feature

Securing and Distributing a Presentation

- Secure a Presentation
 - Password Protection
 - The Mark as Final Feature
 - Digital Signatures
 - Digital IDs
 - The Trust Center Dialog Box
- Broadcast a Slide Show
 - The Present Online Option
 - The Present Online Window
 - The Compress Media Option
- Create a Video or a CD
 - The Create a Video Option
 - The Package Presentation for CD Option