



Course Description: In this course, you will enhance your presentation with features that transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn the advanced features of PowerPoint to create a professional presentation.

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

- Customize the PowerPoint environment
- Customize a design template
- Add tables, SmartArt, and charts to a presentation
- Add animation to a PowerPoint presentation
- Use the various options to customize slide shows
- Use PowerPoint to publish slides to a slide library and secure your presentations
- Finalize a presentation

Prerequisite: PowerPoint 2016 Level 1 or equivalent experience with PowerPoint

Course Outline		
<p>Work with Tables</p> <ul style="list-style-type: none">• Create a PowerPoint table• Draw a PowerPoint table• Insert a Word/Excel table• Add table effects and borders• Format table text using Quick Styles <p>Work with SmartArt</p> <ul style="list-style-type: none">• Insert/format/resize/reposition a SmartArt object• Add shapes to a SmartArt object <p>Work with Charts</p> <ul style="list-style-type: none">• Insert a Chart object• Edit a Chart• Format a Chart• Resizing a Chart	<p>Apply Special Effects</p> <ul style="list-style-type: none">• Apply an animation effect• Animate text and objects• Set animation timing• Animate a chart <p>Work with Multimedia</p> <ul style="list-style-type: none">• Insert sounds and video• Change multimedia settings• Insert animated GIF's <p>Work with Slide Sections</p> <ul style="list-style-type: none">• Creating sections• Presenting sections• Printing sections <p>Edit Multiple Presentations</p> <ul style="list-style-type: none">• View multiple presentations• Copy text and slides between presentations	<p>Expand a Slide Show</p> <ul style="list-style-type: none">• Create a custom show• Printing custom show• Create a hyperlink• Jump to another presentation <p>Present to a Wider Audience</p> <ul style="list-style-type: none">• Embed the fonts• Compress pictures• Send in PDF format• Present online <p>Edit Slide Masters</p> <ul style="list-style-type: none">• Edit presentation masters• Edit notes and handout masters <p>Export Outlines and Slides</p> <ul style="list-style-type: none">• Export the presentation as a video