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

Work with Tables
- Create a PowerPoint table
- Draw a PowerPoint table
- Insert a Word/Excel table
- Add table effects and borders
- Format table text using Quick Styles

Work with SmartArt
- Insert/format/resize/reposition a SmartArt object
- Add shapes to a SmartArt object

Work with Charts
- Insert a Chart object
- Edit a Chart
- Format a Chart
- Resizing a Chart

Apply Special Effects
- Apply an animation effect
- Animate text and objects
- Set animation timing
- Animate a chart

Work with Multimedia
- Insert sounds and video
- Change multimedia settings
- Insert animated GIF's

Work with Slide Sections
- Creating sections
- Presenting sections
- Printing sections

Edit Multiple Presentations
- View multiple presentations
- Copy text and slides between presentations

Expand a Slide Show
- Create a custom show
- Printing custom show
- Create a hyperlink
- Jump to another presentation

Present to a Wider Audience
- Embed the fonts
- Compress pictures
- Send in PDF format
- Present online

Edit Slide Masters
- Edit presentation masters
- Edit notes and handout masters

Export Outlines and Slides
- Export the presentation as a video