

## PowerPoint 2016 – Level 2

Duration: 1 day

### Overview:

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

### Target Audience:

This course is intended for students who have a foundational working knowledge of PowerPoint 2016, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

### At Course completion:

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

- Customise the PowerPoint interface
- Modify Slide Masters, Notes Master and Handout Master
- Create and modify SmartArt graphics
- Add audio and video to a presentation
- Store and share presentations on the web
- Add hyperlinks and action buttons
- Review and annotate a presentation
- Record a presentation
- Broadcast a slide show

### Module 1: Modifying the PowerPoint Environment

- Customise the User Interface
- Set PowerPoint 2016 Options

### Module 2: Customising Design Templates

- Modify Slide Masters and Slide layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

### Module 3: Adding SmartArt and Math Equations to a Presentation

- Create SmartArt
- Modify SmartArt
- Write Math Equations

### Module 4: Working with Media and Animations

- Add audio to a presentation
- Add video to a presentation
- Customise Animations and Transitions

### Module 5: Collaborating on a Presentation

- Review a presentation
- Store and Share presentations on the web

### Module 6: Customising a Slide Show

- Annotate a presentation
- Set up a slide show
- Create a custom slide show
- Add hyperlinks and action buttons
- Record a presentation

### Module 7: Securing and Distributing a Presentation

- Secure a presentation
- Broadcast a slide show
- Create a video or a CD