



Microsoft PowerPoint 2

Onsite or Virtual – 1 day, 8 hours – Optimum Class Size, 8-12

Training Description

The PowerPoint 2 Training course educates participants in a variety of tools that lead to the creation of clear, informative, and engaging presentations. This course teaches you about all the dynamic tools that PowerPoint has to offer such as customizable templates, tables, transitions, and animations. By learning how to make effective and meaningful presentations, participants of PowerPoint 2 give their organization a competitive edge. This course is intended for administration professionals or anyone intending to improve their Microsoft Suite skills. The PowerPoint 2 training course can be delivered in person or virtually.

Training Objective

Participants will be able to independently create engaging multimedia presentations by utilizing the various tools discussed in this course.

Skill Attainment

- 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

Agenda

1 - Customizing Design Templates

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

2 - Adding Tables

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications



3 - Adding Charts

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

4 - Working with Media

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

5 - Building Advanced Transitions and Animations

- Use the Morph Transition
- Customize Animations

6 - Collaborating on a Presentation

- Review a Presentation
- Co-author a Presentation

7 - Customizing Presentation Delivery

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

8 - Modifying Presentation Navigation

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

9 - Securing and Distributing a Presentation

- Secure a Presentation
- Create a Video or a CD