

Course Name	Microsoft PowerPoint 2016 Intermediate
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2016 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.</p> <p>You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.</p> <p>Audience profile 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.</p>
Course Outcome	<p>Upon completing this course, you will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.</p> <p>You will:</p> <ul style="list-style-type: none"> • 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.
Course Details	<p>Lesson 1: Modifying the PowerPoint Environment</p> <p>Topic A: Customize the User Interface Topic B: Set PowerPoint 2016 Options</p> <p>Lesson 2: Customizing Design Templates</p> <p>Topic A: Modify Slide Masters and Slide Layouts Topic B: Add Headers and Footers Topic C: Modify the Notes Master and the Handout Master</p>

	<p>Lesson 3: Adding SmartArt and Math Equations to a Presentation</p> <p>Topic A: Create SmartArt Topic B: Modify SmartArt Topic C: Write Math Equations</p> <p>Lesson 4: Working with Media and Animations</p> <p>Topic A: Add Audio to a Presentation Topic B: Add Video to a Presentation Topic C: Customize Animations and Transitions</p> <p>Lesson 5: Collaborating on a Presentation</p> <p>Topic A: Review a Presentation Topic B: Store and Share Presentations on the Web</p> <p>Lesson 6: Customizing a Slide Show</p> <p>Topic A: Annotate a Presentation Topic B: Set Up a Slide Show Topic C: Create a Custom Slide Show Topic D: Add Hyperlinks and Action Buttons Topic E: Record a Presentation</p> <p>Lesson 7: Securing and Distributing a Presentation</p> <p>Topic A: Secure a Presentation Topic B: Broadcast a Slide Show Topic C: Create a Video or a CD</p>
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