

## Course duration

- 1 day

## Course Benefits

- Work with themes, styles, footers, and sections to customize your presentation.
- Use the Presentation Masters to ensure consistency throughout your slides, notes, and handouts.
- Add special effects appropriately and professionally.
- Create, edit, and import graphic elements and multimedia.
- Quickly and easily create outlines and handouts for your audience.
- Merge presentations and reuse slides from multiple sources to save time.
- Minimize technical issues when sharing your presentation with remote audiences.
- Embed fonts, compress graphics, and check for compatibility and accessibility for easier distribution.
- Protect your presentation with powerful security features.

## Available Delivery Methods

### Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

### Private Class

Private classes are delivered for groups at your offices or a location of your choice.

### Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

## Course Outline

1. Customizing Presentations
  1. Applying a Theme
    1. Previewing and Selecting a Theme
    2. Customizing a Theme
    3. Saving a Custom Theme
    4. Setting a Default Theme
  2. Applying a Background Style

1. Apply a Built-in Background Style
  2. Modify Slide Backgrounds
  3. Create and Apply a Background Style
3. Adding a Footer
  1. Controlling Page Numbers
4. Arranging and Printing Sections
  1. Using Sections
  2. Removing Sections
  3. Printing Sections
5. Exercise: Adding a Background Image
2. Presentation Masters
  1. Working with the Slide Master
  2. Slide Layouts
    1. Create a Slide Layout
  3. Formatting Slide Masters and Layouts
  4. Adding a Watermark to Your Presentation
  5. Adding Slide Numbers Using the Slide Master
  6. Inserting a New Slide Master
  7. Preserving a Slide Master
  8. Modifying the Notes Master
  9. Modifying the Handout Master
  10. Adding a Header and Footer to Notes and Handouts
  11. Exercise: Using the Slide Master
3. Working with Special Effects
  1. Animating Text and Objects
  2. Motion Paths
    1. Morph Transition
  3. Working with the Animation Painter
  4. Setting Animation Timing
  5. Animating a Chart
    1. Zoom for PowerPoint
  6. Exercise: Applying Special Effects to a Presentation
4. Using SmartArt
  1. Inserting SmartArt Graphics
  2. Modifying SmartArt Graphics
  3. Resizing/Repositioning a SmartArt Object
    1. Resize a SmartArt Shape
    2. Reverse Direction
    3. Resize a SmartArt Graphic
    4. Reposition a SmartArt Graphic
  4. Inserting Text into a SmartArt Object
    1. Creating SmartArt from a List
  5. Formatting Text in a SmartArt Object
  6. Adding Shapes to a SmartArt Object
  7. Ungrouping SmartArt Objects
  8. Exercise: Working with SmartArt
5. Multimedia

1. Creating a Photo Album
2. Adding Captions
3. Applying a Theme to Your Album
4. Customizing an Album
5. Exercise: Creating and Modifying a Photo Album
6. Inserting Sounds and Video
7. Inserting a Sound File
8. Inserting a Video File
9. Adjusting Media Window Size
10. Inserting a YouTube Video
11. Editing Media Clips
  1. Editing an Audio Clip
  2. Editing a Video Clip
  3. Link to External Media
12. Exercise: Adding Video to a Presentation
6. Setting up the Slide Show
  1. Setting up a Custom Show
    1. Configuring Slide Show Resolution
  2. Creating a Hyperlink
  3. Adding an Action Button
  4. Jumping to Another Presentation
  5. Exercise: Presenting a Custom Show
  6. Using Rehearse Timings
  7. Navigating within a Slide Show
  8. Annotating a Presentation
  9. Recording a Slide Show
  10. Setting Up a Slide Show to Repeat Automatically
  11. Exercise: Preparing the Slide Show
7. Outlines and Slides
  1. Exporting Notes and Handouts to Word
    1. Setting Handout Print Options
  2. Exporting an Outline to Word
  3. Saving a Presentation as an Outline
  4. Saving a Slide as a Graphic
  5. Exercise: Exporting an Outline to Word
8. Managing Multiple Presentations
  1. Merging Multiple Presentations
  2. Reusing Slides from Other Presentations
  3. Viewing Multiple Presentations
  4. Tracking Changes in PowerPoint
    1. Discarding Changes from Specific Users
    2. Managing Comments
  5. Exercise: Reviewing Changes in PowerPoint
9. Sharing and Securing a Presentation
  1. Sharing a Presentation with a Remote Audience
  2. Embedding the Fonts in a Presentation
  3. Inspecting the Presentation

1. Removing Presentation Metadata
4. Using Comments
  1. Checking for Accessibility Issues
  2. Checking for Compatibility Issues
5. Packaging a Presentation for CD
6. Using the PowerPoint Viewer
7. Exercise: Sharing a Presentation
8. Encrypting a Presentation
9. Adding a Digital Signature
10. Marking a Presentation as Final
11. Compressing Pictures
12. Sending a Presentation in PDF Format
13. Exercise: Securing a Presentation

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

### Class Prerequisites

Experience in the following *is required* for this Microsoft PowerPoint class:

- Basic PowerPoint experience

### Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Introduction to Microsoft PowerPoint Training](#)