

Course duration

- 8.0 hours

Course Benefits

- Create customized presentations with templates.
- Add special effects.
- Use the slide, notes, and handout masters.
- Create, edit, and import charts.
- Manage hyperlinks.
- Create custom shows.
- Secure and share presentations.

Available Delivery Methods

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
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. Working with the Animation Painter
 3. Setting Animation Timing
 4. Animating a Chart
 5. 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
 1. Inserting a Sound File
 2. Inserting a Video File
 3. Adjusting Media Window Size
 4. Inserting a YouTube Video
 7. Editing Media Clips
 1. Editing an Audio Clip
 2. Editing a Video Clip
 3. Link to External Media
 8. 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. Creating a Presenter-Independent 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
 2. Checking for Accessibility Issues
 3. Checking for Compatibility Issues
 4. Packaging a Presentation for CD
 5. Using the PowerPoint Viewer
 6. Exercise: Sharing a Presentation
 7. Encrypting a Presentation
 8. Adding a Digital Signature
 9. Marking a Presentation as Final
 10. Granting Permissions
 11. Compressing Pictures
 12. Sending a Presentation in PDF Format
 13. Exercise: Securing a Presentation
10. Microsoft PowerPoint Features that Were New in 2013
 1. Using Comments

2. Exercise: Using the Comments Feature
 3. Motion Path Changes
 4. Creating Custom Color with the Eyedropper
11. Features New in 2016
1. Merging Shapes
 2. Exercise: Merging Shapes
 3. Ink Equations

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 2016 Training](#)