Microsoft® Office PowerPoint® 2021: Part 2

Course Duration: 1 day

Course Description

Overview:

Meetings, instruction, training, and pitches are all 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® PowerPoint® 2021 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 your available time.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

Course Objectives:

In this course, you will use the advanced tools and features in PowerPoint 2021 to create and deliver engaging presentations.

You will:

- Customize design templates.

- Add tables.

- Add charts.

- Work with media.

- Build advanced transitions and animations.

- Finalize a presentation.

- Modify presentation navigation.

- Secure and distribute a presentation.

Target Student:

This course is intended for students who have a foundational working knowledge of PowerPoint 2021 and wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

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Prerequisites:

To ensure success, students should have experience using PowerPoint within the Windows® 10 operating system to create, edit, and deliver presentations. To obtain this level of knowledge and skills, you can take the following Logical Operations courses:

- Using Microsoft® Windows® 10 (Second Edition)

- Microsoft® Office PowerPoint® 2021: Part 1

Course Content

Lesson 1: Customizing Design Templates

- Topic A: Modify Slide Masters and Slide Layouts

- Topic B: Modify the Notes Master and the Handout Master

- Topic C: Add Headers and Footers

Lesson 2: Adding Tables

- Topic A: Create a Table

- Topic B: Format a Table

- Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 3: Adding Charts

- Topic A: Create a Chart

- Topic B: Format a Chart

- Topic C: Insert a Chart from Microsoft Excel

Lesson 4: Working with Media

- Topic A: Add Audio to a Presentation

- Topic B: Add Video to a Presentation

- Topic C: Add a Screen Recording

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Lesson 5: Building Advanced Transitions and Animations

- Topic A: Use the Morph Transition

- Topic B: Customize Animations

Lesson 6: Finalizing a Presentation

- Topic A: Review a Presentation

- Topic B: Enhance a Live Presentation

- Topic C: Record a Presentation

- Topic D: Set Up a Slide Show

Lesson 7: Modifying Presentation Navigation

- Topic A: Divide a Presentation into Sections

- Topic B: Add Links

- Topic C: Create a Custom Slide Show

Lesson 8: Securing and Distributing a Presentation

- Topic A: Secure a Presentation

- Topic B: Create Digital Media