Course Name	Microsoft PowerPoint 2016 Advanced
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	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. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016. **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.
Course Outcome	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. You will: • 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	**Lesson 1: Modifying the PowerPoint Environment** Topic A: Customize the User Interface Topic B: Set PowerPoint 2016 Options **Lesson 2: Customizing Design Templates** Topic A: Modify Slide Masters and Slide Layouts Topic B: Add Headers and Footers Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt and Math Equations to a Presentation

Topic A: Create SmartArt
Topic B: Modify SmartArt
Topic C: Write Math Equations

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation
Topic B: Add Video to a Presentation
Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation
Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

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

Lesson 7: Securing and Distributing a Presentation

Topic A: Secure a Presentation
Topic B: Broadcast a Slide Show
Topic C: Create a Video or a CD