



PowerPoint Level 2

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

Lesson 1: Customizing PowerPoint Presentations

- Using the Slide Master
- Working with Themes
- Creating and Applying a Custom Slide Layout
- Using the Notes and Handouts Master
- Adding Headers and Footers
- Creating a Template Based on an Existing Presentation

Lesson 2: Adding Special Effects to Presentations

- Adding Animations to Slides
- Setting Automatic Transitions between Slides
- Adding Multimedia to Slides

Lesson 3: Customizing Slides

- Adding Sections
- Using Screenshot Clipping

Lesson 4: Customizing a Slide Show

- Setting up a Custom Show
- Rehearsing Slide Show Timings
- Setting Up a Slide Show to Repeat Automatically
- Using Presentation View
- Creating Hyperlinks
- Using Advanced Delivery Techniques

Lesson 5: Creating Diagrams in Presentations

- Choosing and Creating a SmartArt Diagram
- Formatting Diagrams
- Modifying Diagrams

Lesson 6: Collaborating on a Presentation



- Using Comments
- Showing and Hiding Markups
- Sending a Presentation for Review

Lesson 7: Securing and Publishing a Presentation

- Password Protecting a Presentation
- Using a Digital Signature
- Mark a Presentation as Final
- Saving a Presentation as a Previous Version
- Publishing a Presentation to Microsoft Office Word
- Packaging a Presentation

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com

