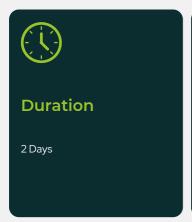


CREATING ENGAGING POWERPOINT PRESENTATIONS

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

Course Details











Certification

• Certificate of Completion

Course Objectives

After completing this course, participants are expected to be able to:

- 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 Outline

Lesson 1 - Modifying The PowerPoint Environment

Topic A: Customize The User Interface

Topic B: Set Powerpoint 2016/2019/2021 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

