

## Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2

### Overview

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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® PowerPoint® 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. 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.

### Prerequisite Comments

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To ensure success, students should have experience using PowerPoint, running 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 or Microsoft® Windows® 10: Transition from Windows® 7  
Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 1

### Target Audience

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

### Course Objectives

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

You will:

- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

### Course Outline

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## 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

## 2 - Adding Tables

Topic A: Create a Table  
Topic B: Format a Table  
Topic C: Insert a Table from Other Microsoft Office Applications

## 3 - Adding Charts

Topic A: Create a Chart  
Topic B: Format a Chart  
Topic C: Insert a Chart from Microsoft Excel

## 4 - Working with Media

Topic A: Add Audio to a Presentation  
Topic B: Add Video to a Presentation  
Topic C: Add a Screen Recording

## 5 - Building Advanced Transitions and Animations

Topic A: Use the Morph Transition  
Topic B: Customize Animations

## 6 - Collaborating on a Presentation

Topic A: Review a Presentation  
Topic B: Co-author a Presentation

## 7 - Customizing Presentation Delivery

Topic A: Enhance a Live Presentation  
Topic B: Record a Presentation  
Topic C: Set Up a Slide Show

## 8 - Modifying Presentation Navigation

Topic A: Divide a Presentation into Sections  
Topic B: Add Links  
Topic C: Create a Custom Slide Show

## 9 - Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create a Video or a CD

### Related Courses, Certifications, Exams

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- Using Microsoft Windows 10
  - Microsoft Windows 10 - Transition from Windows 7
  - Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1
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