

# Microsoft® Office PowerPoint® 2016: Part 2

## Course Specifications

**Course Number:** 091061

**Course Length:** 1 day

## Course Description

### 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® 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.

### Course Objectives:

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.

### Target Student:

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.

## **Prerequisites:**

To ensure success, students should have experience using PowerPoint 2016, running within the Windows® 10 operating system, to create, edit, and deliver multimedia presentations. To attain 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 8*
- *Microsoft® Office PowerPoint® 2016: Part 1*

## **Course-specific Technical Requirements**

### **Hardware**

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### **Software**

- Microsoft® Office Professional Plus 2016
- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® Internet Explorer® 8, 9, or 10; Mozilla® Firefox® 10.x or later; or Google Chrome™ 17.x.
- Web conferencing application for class sessions with remote students or a blend of live and remote students

## **Course Content**

### **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

### **Appendix A: Microsoft Office PowerPoint 2016 Exam 77-422**

### **Appendix B: PowerPoint 2016 Common Keyboard Shortcuts**