Microsoft Office PowerPoint 2024: Part 2

Course Specifications

Course Number:

091170

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® 2021 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 2024): Exam MO-300.

Course Objectives:

In this course, you will use the advanced tools and features in PowerPoint 2024 to create and deliver engaging presentations.

You will:
- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Finalize a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

Target Student:

This course is intended for students who have a foundational working knowledge of PowerPoint 2024, 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, 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 courses:
- *Using Microsoft Windows 10 (Second Edition)*
- *Microsoft Office PowerPoint 2024: 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 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

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Software:
- Microsoft Windows 10 Professional or Enterprise
- Microsoft Office 2024
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 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

Lesson 2: Adding Tables

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 3: Adding Charts

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 4: Working with Media

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Add a Screen Recording

Lesson 5: Building Advanced Transitions and Animations

Topic A: Use the Morph Transition

Topic B: Customize Animations

Lesson 6: Finalizing a Presentation

Topic A: Review a Presentation

Topic B: Enhance a Live Presentation

Topic C: Record a Presentation

Topic D: Set Up a Slide Show

Lesson 7: Modifying Presentation Navigation

Topic A: Divide a Presentation into Sections

Topic B: Add Links

Topic C: Create a Custom Slide Show

Lesson 8: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create Digital Media

Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2024): Exam MO-300

Appendix B: Microsoft PowerPoint Common Keyboard Shortcuts

Appendix C: Using Ink to Hand Draw Elements

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