

# Gearing You For Growth

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## Microsoft PowerPoint 2016 (Level 2)

### Course 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 with varying requirements, and that includes 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, 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. PowerPoint 2016 provides delegates with a variety of such tools that can help deliver content in nearly any situation while saving time and effort.

By taking advantage of these tools, delegates will be creating presentations that not only stand out from the crowd, but also do not consume all of the available time.

### Target Audience

This course is intended for delegates 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, delegates should have experience using PowerPoint 2016, running within the Windows 7 operating system, to create, edit, and deliver multimedia presentations.

### Duration

- 1 Day



## Course Outline

### Module 1: Modifying the PowerPoint environment

- Customise the user interface.
- Set PowerPoint 2016 options.

### Module 2: Customizing design templates

- Modify slide masters and slide layouts.
- Add headers and footers.
- Modify the notes master and the handout master.

### Module 3: Adding SmartArt and math equations to a presentation

- Create SmartArt.
- Modify SmartArt.
- Write math equations.

### Module 4: Working with media and animations

- Add audio to a presentation.
- Add video to a presentation.
- Customise animations and transitions.

### Module 5: Collaborating on a presentation

- Review a presentation.
- Store and share presentations on the web.

### Module 6: Customizing a slide show

- Annotate a presentation.
- Set up a slide show.
- Create a custom slide show.
- Add hyperlinks and action buttons.
- Record a presentation.

### Module 7: Securing and distributing a presentation

- Secure a presentation.
- Broadcast a slide show.
- Create a video or a CD.