

# Microsoft Office PowerPoint 2016: Part 2

## Course Overview

This course will teach students how 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, and secure and distribute a presentation.

<b><u>Course Introduction</u></b>	4m
Course Introduction	
<b><u>Chapter 01 - Getting Started with PowerPoint</u></b>	24m
Topic A: Customize the User Interface	
The PowerPoint Options Dialog Box	
The Customize Ribbon Tab	
The Customize the Ribbon Pane Hierarchy	
The Customize Status Bar Menu	
Demo - Customizing the Ribbon and the Status Bar	
The Window Group	
Demo - Working with Multiple Windows Simultaneously	
Topic B: Set PowerPoint 2016 Options	
The Save Options	
The Advanced Options	
Demo - Setting PowerPoint 2016 Options	
Chapter 01 Review	
<b><u>Chapter 02 - Customizing Design Templates</u></b>	25m
Topic A: Modify Slide Masters and Slide Layouts	
Slide Masters	
The Slide Master Tab	
Demo - Working with Slide Masters	
Custom Slide Layouts	
Custom Themes	
Demo - Creating a Custom Slide Layout	
Topic B: Add Headers and Footers	
Footers and Headers	
The Header and Footer Dialog Box	
Demo - Adding Headers and Footers	
Topic C: Modify the Notes Master and the Handout Master	
The Notes Master	
The Handout Master	
Demo - Modifying Notes Masters and Handout Masters	
Chapter 02 Review	

**Chapter 03 - Adding SmartArt and Math Equations to a Presentation**

21m

Topic A: Create SmartArt  
SmartArt Graphics  
The Choose a SmartArt Graphic Dialog Box  
The Text Pane  
SmartArt Categories  
Demo - Adding SmartArt to a Presentation  
Topic B: Modify SmartArt  
The SmartArt Tools Contextual Tab  
The SmartArt Tools Design Tab  
The SmartArt Tools Format Tab  
The Selection Pane  
Demo - Modifying SmartArt  
Topic C: Write Math Equations  
The Insert Equation Feature  
The Equation Tools Design Tab  
The Ink Equation Dialog Box  
Demo - Writing Math Equations  
Chapter 03 Review

**Chapter 04 - Working with Media and Animations**

33m

Topic A: Add Audio to a Presentation  
Audio File Formats  
The Audio/Video Controls  
Bookmarks  
The Audio Tools Contextual Tab  
The Playback Tab  
The Trim Audio Dialog Box  
Demo - Adding Audio to a Presentation  
Topic B: Add Video to a Presentation  
Video File Formats  
The Video Tools Contextual Tab  
The Format Tab  
Poster Frames  
Embed Codes  
The Insert Screen Recording Controls  
Demo - Adding Video to a Presentation  
The Playback Tab  
Demo - Setting Video Playback Options  
Topic C: Customize Animations and Transitions  
The Animation Pane  
The Effect Options Dialog Box  
Demo - Creating Custom Animation Effects  
The Timing Group  
Demo - Timing Slide Transitions  
Chapter 04 Review

**Chapter 05 - Collaborating on a Presentation**

21m

Topic A: Review a Presentation  
Sections  
Demo - Adding and Managing Sections  
Comments  
The Comments Pane  
Demo - Adding and Managing Comments  
The Revisions Pane  
The Compare Group  
Demo - Comparing and Merging Presentations  
Topic B: Store and Share Presentations on the Web  
Microsoft OneDrive  
The Save to Cloud Option  
PowerPoint Online  
The Share Pane  
Demo - Sharing a Presentation on the Web  
Chapter 05 Review

**Chapter 06 - Customizing a Slide Show**

30m

Topic A: Annotate a Presentation  
Annotations  
Annotation Tools  
Demo - Annotating a Presentation  
Topic B: Set Up a Slide Show  
The Presenter View  
The Set Up Show Dialog Box  
Demo - Setting Up a Slide Show  
Topic C: Create a Custom Slide Show  
The Custom Shows Dialog Box  
The Define Custom Show Dialog Box  
Demo - Creating a Custom Slide Show  
Topic D: Add Hyperlinks and Action Buttons  
Hyperlinks  
The Insert Hyperlink Dialog Box  
Action Buttons  
The Action Settings Dialog Box  
Demo - Adding Action Buttons to a Presentation  
Topic E: Record a Presentation  
The Record Slide Show Dialog Box  
The Recording Shortcut Menu  
Demo - Recording a Presentation  
Chapter 06 Review

**Chapter 07 - Securing and Distributing a Presentation**

27m

Topic A: Secure a Presentation  
Password Protection  
The Mark as Final Feature  
Digital Signatures  
Digital IDs  
The Trust Center Dialog Box

The Document Inspector Dialog Box  
Demo - Securing a Presentation  
Topic B: Broadcast a Slide Show  
The Present Online Option  
The Present Online Window  
Demo - Presenting a Slide Show Online  
Topic C: Create a Video or a CD  
The Create a Video Option  
Demo - Converting a Presentation to a Video  
The Package for CD Dialog Box  
Demo - Packaging a Presentation  
Chapter 07 Review  
Course Closure

**Total Duration: 3h 4m**