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PowerPoint Advanced

Course #: MPP-101 **Duration:** 1 day

Prerequisites

PowerPoint 2013 / 2016 - Introduction or equivalent knowledge.

Details

This course builds on the skills and concepts taught in PowerPoint Introduction. You will learn to control global settings by using slide masters and to apply effects such as transitions and timings. You will learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, you will explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. You will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, you will insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, you will customize application settings and toolbars, and create and apply custom themes.

This course will help students prepare for the Microsoft Office Specialist exam. For comprehensive certification training, students should complete the Introduction and Advanced courses for PowerPoint.

Software Needed

Microsoft Office 2013 or higher (2013, 2016, 2019, or Office 365)

Outline

PowerPoint Advanced (2013, 2016, 2019, or Office 365)

- **Slide Masters and Themes**
  - Slide Masters
  - Slide Layouts
  - Placeholders
  - Themes
  - Handout and Notes Masters
  - Headers and Footers
- **Graphics and Media**
  - Cropping Images
  - Removing Image Backgrounds
  - Using the Eyedropper Tool
  - Using Video Files
  - Using Audio Files
  - Adding Animations
  - Photo Albums
- **Animations**

- The Animations Tab
- The Advanced Animation Group
- Animation Timing
- Animation Paths
- Custom Paths
- Working with the Animation Pane
- Animation Painter

- **Action Buttons and Equations**
  - Action buttons
  - Equations

- **Integrating Microsoft Office Files**
  - Applying Content from a Word Outline
  - Embedding and Linking Content
  - Hyperlinks

- **Advanced Slide Shows**
  - Using a Photo Album
  - Creating a Photo Album
  - Transitions and Timings
  - Transition Effects for Individual Slides
  - Apply a Transition to an Entire Presentation
  - Setting Timings for a Slide Show
  - Adding Sound to a Transition
  - Rehearsing Slide Show Timing
  - Recording a Slide Show
  - Using the Laser Pointer
  - Removing Timings and Narration
  - Slide Shows for Speakers
  - Presenter View
  - Slide Shows for Kiosks
  - Custom Slide Shows
  - Hiding Individual Slides
  - Section Headers

- **Finalizing and Distributing Presentations**
  - Inserting Comments
  - The Comments Pane
  - Delete and Navigate Comments
  - Printing Comments
  - Finalizing a Presentation
  - Permissions
  - Inspect Your Presentation
  - The Accessibility Checker Pane
  - Properties
  - Securing a Presentation with a Password
  - Changing a Password
  - Conduct a Presentation Review
  - Create Handouts
  - Saving a Presentation as an Outline in Word
  - Packaging a Presentation for CD
  - Creating PDF and XPS Documents
  - Creating Videos
  - Presenting Online

- **Customizing PowerPoint**
  - Application Settings
  - Customizing Startup Options
  - Customizing the Ribbon
  - Renaming Tabs and Groups
  - Custom Tabs
  - Removing Commands