

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 transitions**
 - Slide masters
 - Transitions and timings
 - Custom slide shows
- **Graphics and media**
 - Modifying graphics
 - Media clips
 - Animations
 - Photo albums
- **Customizing slide elements**
 - Working with SmartArt graphics
 - Customizing tables
 - Working with charts
- **Action buttons and equations**
 - Action buttons
 - Equations
- **Integrating Microsoft Office files**
 - Applying content from a Word outline
 - Embedding and linking content
- **Finalizing and distributing presentations**
 - Reviewing and finishing
 - Distributing presentations

- **Customizing PowerPoint**
 - Application settings