Microsoft PowerPoint for Office 365 (Desktop or Online) – Part 2

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

Description

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

You will:

- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

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 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: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Co-author a Presentation

Lesson 7: Customizing Presentation Delivery

Topic A: Enhance a Live Presentation

Topic B: Record a Presentation

Topic C: Set Up a Slide Show

Lesson 8: Modifying Presentation Navigation

Topic A: Divide a Presentation into Sections

Topic B: Add Links

Topic C: Create a Custom Slide Show

Lesson 9: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create a Video or a CD

Course Schedule

Date	Time	Price	Options
04/24/2026	**08:00 AM - 04:00 PM CT**	**295.00**	**Buy Now Enroll**
05/08/2026	**08:00 AM - 04:00 PM CT**	**295.00**	**Buy Now Enroll**

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FAQ

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