

Microsoft Power Point 2016 Level 2



MS Power Point Course Outline:

Lesson 1: Modifying the PowerPoint Environment

- Topic A: Customize the User Interface
- Topic B: Set PowerPoint 2016 Options

Lesson 2: Customizing Design Templates

- Topic A: Modify Slide Masters and Slide Layouts
- Topic B: Add Headers and Footers
- Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt and Math Equations to a Presentation

- Topic A: Create SmartArt
- Topic B: Modify SmartArt
- Topic C: Write Math Equations

Lesson 4: Working with Media and Animations

- Topic A: Add Audio to a Presentation
- Topic B: Add Video to a Presentation
- Topic C: Customize Animations and Transitions



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Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD