Document Generated: 10/31/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration:

Microsoft® PowerPoint® for Office 365™ : Part 2



About This Course:

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting,

informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® PowerPoint® provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Course Objective:

- Customize presentation templates using Slide Master view and themes
- Apply advanced animations and transitions to enhance visual flow
- Embed and manage multimedia elements such as video and audio
- Use hyperlinks, action buttons, and sections for interactive slide navigation
- Collaborate on presentations and track revisions
- Prepare and rehearse presentations for confident delivery

Audience:

- PowerPoint users who have completed a beginner-level course or have equivalent experience
- Business professionals creating client presentations or internal reports

Prerequisites:

- To ensure success, students should have experience using PowerPoint, running within the Windows® 10 operating system, to create, edit, and deliver presentations

Course Outline:

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