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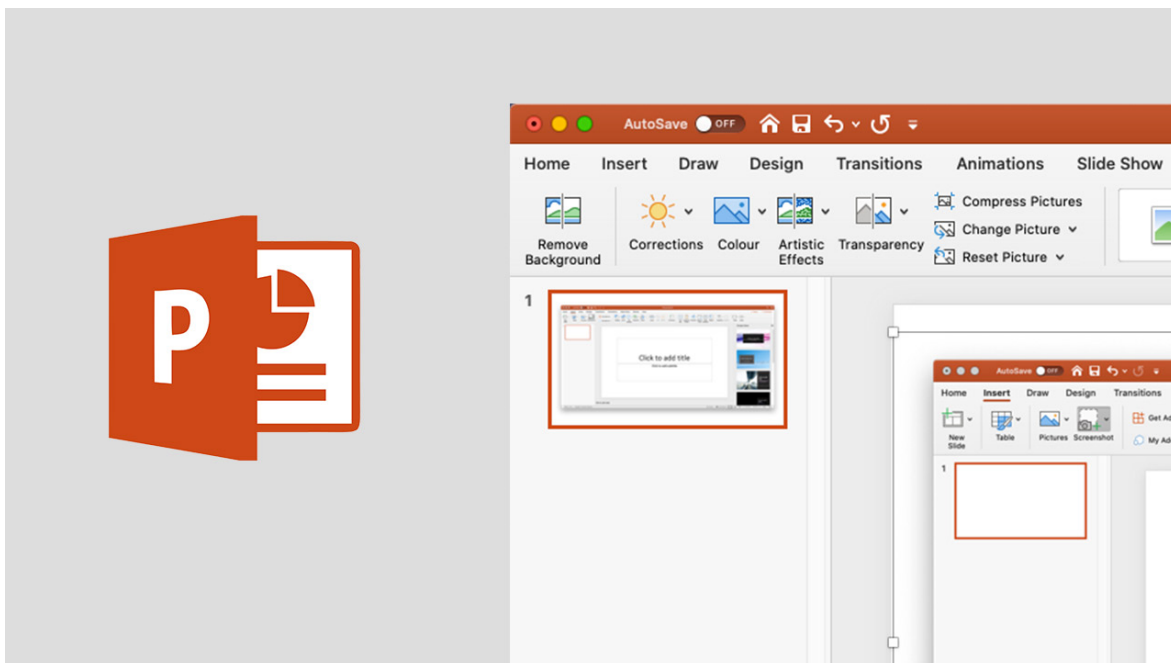
Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Hour

## Creating Dynamic PowerPoint Presentations



### About this course:

We should have a concise outline of the historical backdrop of MS PowerPoint. Microsoft PowerPoint is a program of presentation, made by Dennis Austin and Robert Gaskins at a software organization named Forethought, Inc. It was introduced on April 20, 1987, initially for only Macintosh PCs. Microsoft procured PowerPoint for \$14 million after 3 months it showed up. Essential commonality with PowerPoint is favored before launching this course. Understudies will figure out how to make dynamic presentations to grandstand projects, thoughts, and business goals.

### Course Objective:

- Accessing Master Views
- Text Animation
- Instructions to Save Master Design Template
- Designing Template Using Slide Master
- Adding Animation to Master Slide
- Shortcut Keys for Presenting
- Adding Animation to Master Slide

## **Audience:**

This course is designed for:

This course was produced for those that are looking to make and convey world-class presentations that will shake the house and pass the socks over the crowd individuals.

## **Prerequisites:**

Understudies are prescribed to have essential information about Microsoft PowerPoint.

## **Suggested prerequisites courses:**

PowerPoint 2016 Beginner

MS PowerPoint Online

## **Course Outline:**

### **Introduction**

### **Module 1: Master Views**

- Lesson 1: Accessing Master Views
- Lesson 2: Designing Template Using Slide Master
- Lesson 3: How to Save Master Design Template
- Module Summary
- Knowledge Check

### **Module 2: Transitions**

- Lesson 1: Use Transitions on Slides
- Module Summary
- Knowledge Check

### **Module 3: Animations**

- Lesson 1: Text Animation
- Lesson 2: Adding Animation to Master Slide
- Module Summary

- Knowledge Check

## **Module 4: Sounds**

- Lesson 1: Adding Sound to Master Slide
- Module Summary
- Knowledge Check

## **Module 5: Presenting Tips**

- Lesson 1: Presenter View
- Lesson 2: Shortcut Keys for Presenting
- Module Summary
- Knowledge Check

## **Course Summary**