

### Microsoft PowerPoint Level 2 – Course Outline

#### Course Objectives

- ✓ Modify the PowerPoint environment
- ✓ Customise a design template
- ✓ Add SmartArt graphics to your presentation
- ✓ Add special effects to a PowerPoint presentation
- ✓ Use various options to customise slide shows
- ✓ Use PowerPoint to secure and distribute presentations

#### Experience Needed

This course is intended for students who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration and distribution functionality.

#### Course Content

##### Unit 1 - Modifying the PowerPoint Environment

- Customise the User Interface
- Set PowerPoint Options

##### Unit 2 - Customising Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

##### Unit 3 - Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

##### Unit 4 - Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation

- Customise Animations and Transitions
- Working with the Zoom feature
- Adding morphing to a presentation

##### Unit 5 - Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

##### Unit 6 - Customising a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

##### Unit 7 - Securing and Distributing a Presentation

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

Course duration: one day