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Course Outline :: PPT16a ::

Module Title : Microsoft PowerPoint 2016 advanced
Duration : 1 day

Introduction

This training required some knowledge about Microsoft PowerPoint. In this training you will be gain knowledge about PowerPoint 2016 applications.

Contents

In this module it will explained how to enhance PowerPoint to better view presentation.

Module 1: Using Slide Masters, Part One
Opening Slide Master View
Creating Slide Layouts

Working with Placeholders
Changing the Slide Layout

Module 2: Using Slide Masters, Part Two
Preserving Slide Masters
Updating Master Slides

Using Multiple Slide Masters in a Presentation
Removing Masters from a Presentation

Module 3: Using Handout Masters
Opening Handout Master View
Editing the Handout Master

Setting Layout Options

Creating Handouts in Microsoft Word

Module 4: Using Notes Masters
Opening Notes Master View
Editing the Notes Master

Setting Layout Options
Printing Notes Pages

Module 5: Creating a Custom Show
Hiding a Single Slide

Creating a Custom Show
Editing a Custom Show

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Course Outline :: PPT13a ::

Presenting a Custom Show
Deleting a Custom Show

Module 6: Advanced Presentation Techniques

Recording and Narrating a Show
Setting Narration Options

Using Presenter View

Creating a Video from a Presentation
Creating a Show-Only File

Presenting Your Slides Online

Module 7: Managing PowerPoint Files

Optimizing Media Compatibility
Compressing Media

Working with Versions

Recovering Unsaved Files

Protecting a Presentation with a Password