Microsoft Office PowerPoint 2016: Advanced (Level II)

**Take your PowerPoint skills to the next level. You will work with graphics, media and learn to collaborate.**

Course Content – Part I Course Content – Part II

## Lesson 1: Customizing PowerPoint

Topic A: Application settings

Topic B: The Ribbon

Topic C: Custom themes

## Lesson 2: Using graphics and multimedia

Topic A: Images

Topic B: Media clips

Topic C: Animations

Lesson 3: Customizing SmartArt graphics, tables, and charts

Topic A: Customizing SmartArt graphics

Topic B: Customizing tables

Topic C: Working with Chart Tools

Lesson 4: Action buttons, custom slide shows, and equations

Topic A: Interactive elements

Topic B: Custom slide shows

Topic C: Equations

## Lesson 5: Distributing presentations

Topic A: Collaborating with others

Topic B: Finishing a presentation

Topic C: Distributing presentations

## Lesson 6: Integrating Microsoft Office files

Topic A: Building slides from Word outlines

Topic B: Embedding and linking content

Topic C: Working with hyperlinks

## 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