BOSTON ‡ NETWORK
The Global Knowledge Network

Course:

Microsoft PowerPoint 365: Intermediate

Course Details
Duration: 1.00 Day

Summary:
This ILT Series course builds on the skills and concepts taught in PowerPoint: Basic.
Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

Outline

Unit 1: Customizing PowerPoint
      Topic A: Application settings
      Topic B: The Ribbon
      Topic C: Custom themes

Unit 2: Using graphics and multimedia
      Topic A: Clip art
      Topic B: Media clips
      Topic C: Animations
      Topic D: Photo albums

Unit 3: Customizing SmartArt graphics and tables
      Topic A: Customizing SmartArt graphics
      Topic B: Customizing tables

Unit 4: Action buttons, custom slide shows, and equations
      Topic A: Interactive elements
      Topic B: Custom slide shows
      Topic C: Equations

Unit 5: Distributing presentations
      Topic A: Using comments
      Topic B: Finishing a presentation
      Topic C: Distributing presentations
      Topic D: Broadcasting a slide show online

Unit 6: Integrating Microsoft Office files
   Topic A: Building slides from Word outlines
   Topic B: Embedding and linking content
   Topic C: Working with hyperlinks

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.