Course Content

Course Description:

PowerPoint 2016 gives you lots of options for modifying the environment you use to develop your presentations so that you can work more efficiently. This course will teach you what options are available, and how they can help you work faster with less effort.

At Course Completion:

Students will be able to:

Target Student:

This course is intended for students who have basic competence working with PowerPoint 2016, and who wish to take advantage of the application's higher-level functionality.

Topics:

Topic A: Review a Presentation
- Sections
- How to Add and Manage Sections
- Adding and Managing Sections
- Comments
- The Comments Pane
- How to Add and Manage Comments
- Adding and Managing Comments
- The Revisions Pane
- The Compare Group
- How to Compare and Merge Presentations
- Comparing and Merging Presentations

Topic B: Store and Share Presentations on the Web
- Co-authoring
   Microsoft OneDrive
- The Save to Cloud Option
- PowerPoint Online
- The Share Pane
- How to Store and Share Presentations on the Web
- Sharing a Presentation on the Web