



Customizing PowerPoint® 2016 Design Templates

Course ID #: 7000-570-ZZ-Z

Hours: 2

Course Content

Course Description:

Microsoft® PowerPoint® provides you with templates and themes to help you create engaging, professional-looking presentations with a consistent look throughout. This course will help you take that a step further, by modifying or even creating templates and themes to create the customized effect you need to make your presentation truly stand out.

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: Modify Slide Masters and Slide Layouts

- Slide Masters
- The Slide Master Tab
- How to Work with Slide Masters
- Working with Slide Masters
- Custom Slide Layouts
- Custom Themes
- How to Customize Slide Layouts and Themes
- Creating a Custom Slide Layout

Topic B: Add Headers and Footers

- Footers and Headers
- The Header and Footer Dialog Box
- How to Add Headers and Footers
- Adding Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

- The Notes Master
- The Handout Master
- How to Modify Notes Masters and Handout Masters
- Modifying Notes Masters and Handout Masters