



Customizing a PowerPoint® 2016 Slide Show

Course ID #: 7000-575-ZZ-Z

Hours: 3

Course Content

Course Description:

In Microsoft® Office PowerPoint® 2016, you can tailor your presentations to suit the exact needs of your audience. You can use the same presentation even when you have half the time, or when you can't be there in person for the event. And you can annotate your existing content without altering the presentation file, so that you have a fresh, clean copy every time you present. This course shows you how to take advantage of these options so that you can present your message effectively regardless of the delivery situation.

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:

Lesson 1: Customizing a Slide Show

Topic A: Annotate a Presentation

- Annotations
- Annotation Tools
- How to Annotate a Presentation
- Annotating a Presentation

Topic B: Set Up a Slide Show

- The Presenter View
- Kiosks
- Looping
- The Set Up Show Dialog Box
- How to Set Up a Slide Show
- Setting Up a Slide Show

Topic C: Create a Custom Slide Show

- Custom Slide Shows
- The Custom Shows Dialog Box
- The Define Custom Show Dialog Box
- How to Create a Custom Slide Show
- Creating a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

- Hyperlinks
- The Insert Hyperlink Dialog Box
- Action Buttons
- The Action Settings Dialog Box
- How to Add Hyperlinks and Action Buttons
- Adding Action Buttons to a Presentation

Topic E: Record a Presentation

- The Record Slide Show Dialog Box
- The Recording Shortcut Menu
- The Rehearse Timings Feature
- How to Record a Presentation
- Recording a Presentation