



Securing and Distributing a PowerPoint® 2016 Presentation

Course ID #: 7000-576-ZZ-Z

Hours: 3

Course Content

Course Description:

In some cases, you may be asked to distribute or broadcast your presentation to a wider audience, beyond a live event. In those cases, PowerPoint 2016 provides you ways to distribute your presentation securely. This course will show options to deliver your presentation in the appropriate manner to everyone who needs to see it, while keeping your content and information safe.

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: Securing and Distributing a Presentation

Topic A: Secure a Presentation

- Password Protection
- The Mark as Final Feature
- Digital Signatures
- Digital IDs
- The Trust Center Dialog Box
- The Document Inspector Dialog Box
- How to Secure a Presentation
- Securing a Presentation

Topic B: Broadcast a Slide Show

- The Present Online Option
- The Present Online Window
- The Compress Media Option
- How to Broadcast a Slide Show
- Presenting a Slide Show Online

Topic C: Create a Video or a CD

- The Create a Video Option
- How to Convert a Presentation to a Video
- Converting a Presentation to a Video
- The Package Presentation for CD Option
- The Package for CD Dialog Box
- How to Package a Presentation as a CD
- Packaging a Presentation