



# Working with Media and Animations in PowerPoint® 2016

Course ID #: 7000-572-ZZ-Z

Hours:1.5

## Course Content

### Course Description:

Microsoft® Office PowerPoint® 2016 provides you with robust capabilities for adding, editing, and customizing audio, video, and animations. After this course, you'll have the skills to incorporate sound, video, and complex animations to create high-impact, dynamic presentations.

### 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: Add Audio to a Presentation

- Audio File Formats
- The Audio/Video Controls
- Bookmarks
- The Audio Tools Contextual Tab
- The Playback Tab
- The Trim Audio Dialog Box
- How to Add, Edit, and Play Audio
- Adding Audio to a Presentation

#### Topic C: Customize Animations and Transitions

- The Animation Pane
- The Effect Options Dialog Box
- How to Customize Animations
- Creating Custom Animation Effects
- The Timing Group
- How to Time Slide Transitions
- Timing Slide Transitions

#### Topic B: Add Video to a Presentation

- Video File Formats
- The Video Tools Contextual Tab
- The Format Tab
- Poster Frames
- Embed Codes
- The Insert Screen Recording Controls
- How to Add and Format Video
- Adding Video to a Presentation
- The Playback Tab
- How to Edit and Play Video
- Setting Video Playback Options