

Course Outline

- Course Objective:** In this course you will modify the PowerPoint environment, customize design templates, add SmartArt to a presentation, work with media and animations, collaborate on a presentation, customize a slide show and secure and distribute a presentation.
- Target Student:** This course is intended for students who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.
- Prerequisites:** To ensure success, students should have experience using PowerPoint 2013, running within the Windows® 8 operating system, to create, edit, and deliver multimedia presentations.

Course Content

1. Modifying the PowerPoint Environment

- Customize the User Interface
- Set PowerPoint 2013 Options

2. Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

3. Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

4. Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

5. Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

6. Customizing a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

7. Securing and Distributing a Presentation

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD