

MICROSOFT POWERPOINT FOR OFFICE 365 – PART 2

COURSE SPECIFICATIONS

Course Code:	MS-PWP-P2
Course No:	ELK91–148_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-300

COURSE DESCRIPTION

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft PowerPoint provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all your available time.

NOTE: *Most Office 365 users perform most of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel Online and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.*

TARGET AUDIENCE

This course is intended for those with a basic understanding of Microsoft Windows and who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. It is recommended that you have completed *Microsoft PowerPoint for Office 365 – Part 1* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.

NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

In this course, you will use the advanced tools and features in PowerPoint to create and deliver engaging presentations.

You will:

- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

LEARNING OUTLINE

1. Customizing Design Templates
 - a. Modify Slide Masters and Slide Layouts
 - b. Modify the Notes Master and the Handout Master
 - c. Add Headers and Footers
2. Adding Tables
 - a. Create a Table
 - b. Format a Table
 - c. Insert a Table from Other Microsoft Office Applications
3. Adding Charts
 - a. Create a Chart
 - b. Format a Chart
 - c. Insert a Chart from Microsoft Excel
4. Working with Media
 - a. Add Audio to a Presentation
 - b. Add Video to a Presentation
 - c. Add a Screen Recording

5. Building Advanced Transitions and Animations
 - a. Use the Morph Transition
 - b. Customize Animations
6. Collaborating on a Presentation
 - a. Review a Presentation
 - b. Co-author a Presentation
7. Customizing Presentation Delivery
 - a. Enhance a Live Presentation
 - b. Record a Presentation
 - c. Set Up a Slide Show
8. Modifying Presentation Navigation
 - a. Divide a Presentation into Sections
 - b. Add Links
 - c. Create a Custom Slide Show
9. Securing and Distributing a Presentation
 - a. Secure a Presentation
 - b. Create a Video or a CD

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a OneTrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

OneTrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *OneTrust Training Solutions* certificate for the relevant courses.

MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **2-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300** certification exam.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

CONTACT DETAILS

Further enquiries may be directed to:

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