# Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1)

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

**Related Exam:** MO-300

## Course Overview

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 of your available time.Note: Most Office users perform the majority 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 Microsoft 365 subscription. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.This course may be a useful component in your preparation for the PowerPoint Associate (Microsoft 365 Apps and Office 2019): Exam MO-300 certification exam.

## About This Course

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 of your available time.

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This course may be a useful component in your preparation for the PowerPoint Associate (Microsoft 365 Apps and Office 2019): Exam MO-300 certification exam.

## Who Should Attend

This course is intended for students who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

## Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

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.

## Detailed Course Outline

### Lesson 1: Customizing Design Templates

- Topic A: Modify Slide Masters and Slide Layouts
- Topic B: Modify the Notes Master and the Handout Master
- Topic C: Add Headers and Footers

### Lesson 2: Adding Tables

- Topic A: Create a Table
- Topic B: Format a Table
- Topic C: Insert a Table from Other Office Applications

### Lesson 3: Adding Charts

- Topic A: Create a Chart
- Topic B: Format a Chart
- Topic C: Insert a Chart from Microsoft Excel

### Lesson 4: Working with Media

- Topic A: Add Audio to a Presentation
- Topic B: Add Video to a Presentation
- Topic C: Add a Screen Recording

### Lesson 5: Building Advanced Transitions and Animations

- Topic A: Use the Morph Transition
- Topic B: Customize Animations

### Lesson 6: Collaborating on a Presentation

- Topic A: Review a Presentation
- Topic B: Co-author a Presentation

### Lesson 7: Customizing Presentation Delivery

- Topic A: Enhance a Live Presentation
- Topic B: Record a Presentation
- Topic C: Set Up a Slide Show

### Lesson 8: Modifying Presentation Navigation

- Topic A: Divide a Presentation into Sections
- Topic B: Add Links
- Topic C: Create a Custom Slide Show

### Lesson 9: Securing and Distributing a Presentation

- Topic A: Secure a Presentation
- Topic B: Create a Video or a CD

# Additional Course Details

Nexus Humans Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

### Q: What delivery options are available for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: Which exam does this course prepare me for?

This course prepares you for the MO-300 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

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### Q: How many CPD hours does this course provide?

The 1-day Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1)?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 ( v1.1) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


**Nexus Human**

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