PowerPoint - Part 2

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

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; PowerPoint Associate (Office 365 and Office 2019)

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. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

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. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

Prerequisites & Entry Requirements

General Prerequisites:

PowerPoint - Part 1 or equivalent experience.

Learning Outcomes

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

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

Customizing Design Templates

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

Adding Tables

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Adding Charts

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Working with Media

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

Building Advanced Transitions and Animations

- Use the Morph Transition
- Customize Animations

Collaborating on a Presentation

- Review a Presentation
- Co-author a Presentation

Customizing Presentation Delivery

- Enhance a Live Presentation
- Record a Presentation
- Set Up a Slide Show

Modifying Presentation Navigation

- Divide a Presentation into Sections
- Add Links
- Create a Custom Slide Show

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for PowerPoint - Part 2:

Start Date	End Date	Location	Delivery	Price
17 Nov 2026	17 Nov 2026	Online	Virtual	€295.00
15 Dec 2026	15 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for PowerPoint - Part 2?

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

Q: Which exam does this course prepare me for?

This course prepares you for the MO-300; PowerPoint Associate (Office 365 and Office 2019) 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.

Q: How many CPD hours does this course provide?

The 1-day PowerPoint - Part 2 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the PowerPoint - Part 2 training?

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

Q: Do you provide corporate training for PowerPoint - Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for PowerPoint - Part 2. 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.

Q: Why choose Nexus Human for PowerPoint - Part 2?

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

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your PowerPoint - Part 2 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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