Microsoft PowerPoint 2016, Part 4 of 5: Presentations

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with PowerPoint is assumed.

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Course description: In this course, productivity expert Leeanne McManus examines different ways to modify the look and feel of your presentation, as well as how to finalize and prepare your presentation. She will demonstrate the presenter-facing notes feature, selectively replacing words and other features that utilize the proofing tool, and how to best use transitions. Finally, Leeanne will discuss printing your presentation and converting it for use with other programs.

Course outline:

Modfy Presentations
- Introduction
- Changing Designs and Variants
- Demo: Designs
- Demo: Variants
- Demo: Format Background
- Summary

Presenter Notes and View
- Introduction
- Presenter Notes
- Presenter View
- Demo: Presenter Notes
- Demo: Presenter View
- Demo: Presenter View Cont.
- Summary

Proofing Tools
- Introduction
- Proofing Tools
- Comments
- Demo: Proofing Tools
- Demo: Comments
- Summary

Find and Replace
- Introduction
- The Editing Group
- Demo: Find and Replace
- Summary

Apply Transition
- Introduction
- Transitions
- Demo: Add Transitions
- Demo: Preview Transitions
- Summary

Running a Slide Show
- Introduction
- Start Slide Show
- Demo: Slide Show
- Summary

Print Your Presentation
- Introduction
- Printing Your Presentation
- Demo: Printing
- Summary

Create Handouts
- Introduction
- Creating Handouts
- Export Handouts
- Demo: Create Handouts
- Demo: Export to Word
- Summary