Microsoft PowerPoint 2016, Part 5 of 5: New Features

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 Word is assumed.

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Course description: Discover what's new in Microsoft PowerPoint 2016, starting with how to manage your Office 365 account. Some of the changes that will be examined include inking, screen recording, activity icons, interface improvements including smart lookup, and activity icons.

Course outline:

Interface and Smart Lookup
- Introduction
- Additions to the Interface: PowerPoint 2016
- Demo: Tell Me
- Smart Lookup
- Demo: Smart Lookup
- Summary

Inking and Screen Recording
- Introduction
- Enhanced Inking Features
- Demo: Inking Features
- Demo: Select and Ink to Shape
- Screen Recording
- Demo: Screen Recording
- Summary

Open Files and Manage Account
- Introduction
- Improved Open File Features
- Demo: Open Files
- Manage Your Office 365 Account
- Demo: Office 365 Account
- Demo: Account Details
- Summary

Sharing and Activity Icon
- Introduction
- Stress-Free Sharing
- Demo: Sharing
- Demo: Sharing Link
- Activity Icon
- Demo: Activity Icon
- Summary

Real Time Co-Authoring and Icons
- Introduction
- Real Time Co-Authoring
- Demo: Co-Authoring
- Demo: Changing Shared Files
- Add Icons to Workbooks
- Demo: Icons
- Summary

Morph, Design Ideas, and Zoom
- Introduction
- Morph
- Demo: Morph
- Demo: Morph Effects
- Design Ideas
- Demo: Design Ideas
- Demo: Designing Content
- Zoom
- Demo: Zoom
- Demo: Using Zom
- Summary