

PowerPoint 365 Level 2 : PowerPoint 365 Level 2

Create more dynamic and visually appealing presentations using the more advanced features of PowerPoint. The course covers transitions and animation, themes, slide masters, advanced formatting, SmartArt, adding audio and video, collaborating with others, protecting your presentations and more.

Course Outcomes

Upon successful completion of this course, you 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.