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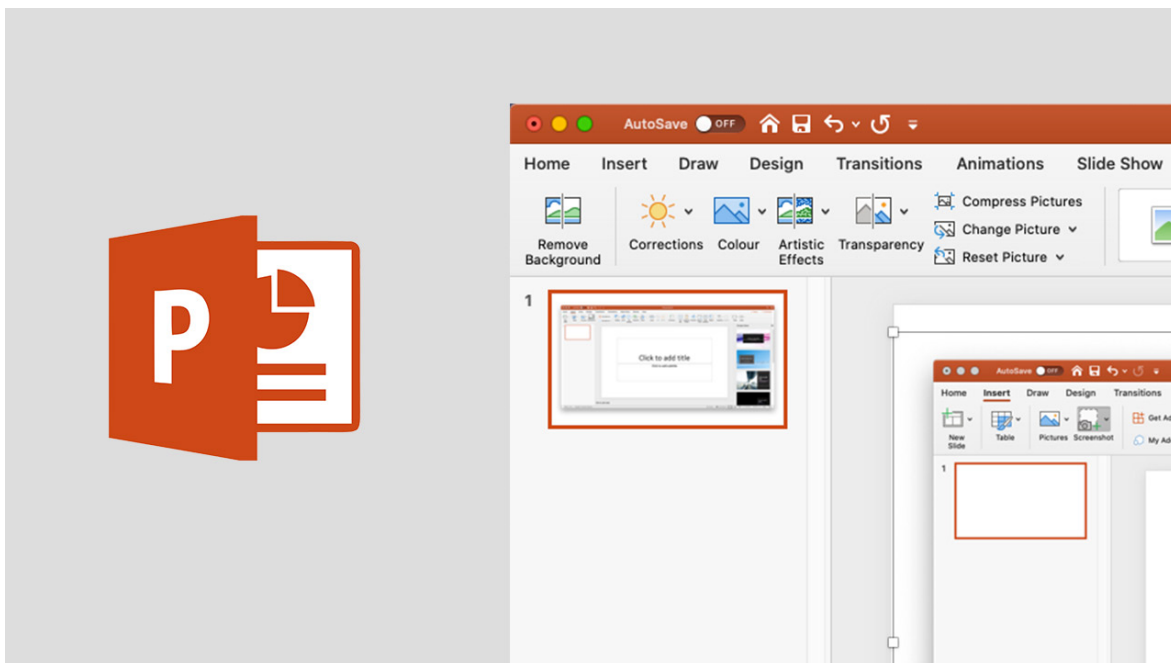
Learning Style: On Demand

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 1 Hour

Creating Dynamic PowerPoint Presentations

About this course:

We should have a concise outline of the historical backdrop of MS PowerPoint. Microsoft PowerPoint is a program of presentation, made by Dennis Austin and Robert Gaskins at a software organization named Forethought, Inc. It was introduced on April 20, 1987, initially for only Macintosh PCs. Microsoft procured PowerPoint for $14 million after 3 months it showed up. Essential commonality with PowerPoint is favored before launching this course. Understudies will figure out how to make dynamic presentations to grandstand projects, thoughts, and business goals.

Course Objective:

- Accessing Master Views
- Text Animation
- Instructions to Save Master Design Template
- Designing Template Using Slide Master
- Adding Animation to Master Slide
- Shortcut Keys for Presenting
- Adding Animation to Master Slide

Audience:

This course is designed for:

This course was produced for those that are looking to make and convey world-class presentations that will shake the house and pass the socks over the crowd individuals.

Prerequisites:

Understudies are prescribed to have essential information about Microsoft PowerPoint.

Suggested prerequisites courses:

PowerPoint 2016 Beginner

MS PowerPoint Online

Course Outline:

Introduction

Module 1: Master Views

- Lesson 1: Accessing Master Views
- Lesson 2: Designing Template Using Slide Master
- Lesson 3: How to Save Master Design Template
- Module Summary
- Knowledge Check

Module 2: Transitions

- Lesson 1: Use Transitions on Slides
- Module Summary
- Knowledge Check

Module 3: Animations

- Lesson 1: Text Animation
- Lesson 2: Adding Animation to Master Slide
- Module Summary

- Knowledge Check

Module 4: Sounds

- Lesson 1: Adding Sound to Master Slide
- Module Summary
- Knowledge Check

Module 5: Presenting Tips

- Lesson 1: Presenter View
- Lesson 2: Shortcut Keys for Presenting
- Module Summary
- Knowledge Check

Course Summary

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