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**MICROSOFT**

# Microsoft PowerPoint 2016 Advanced Training

## Course Overview

This 1-day, instructor-led course builds on the concepts Microsoft PowerPoint 2007 Introduction. After taking this course, you will understand how to:

- Customizing Design Templates
- Adding SmartArt
- Working with Media
- Collaborating
- Customizing a Slideshow
- Securing and Distributing a Presentation

## Course Outline

### Advanced formatting

- Inserting and formatting SmartArt
- Additional formatting options

### Animation, time effects, and media

- Animating slide content
- Inserting and formatting media

### Reviewing content, tracking changes, and saving in other formats

- Reviewing content and tracking changes
- Saving a presentation in other formats



PhoenixTS

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### Custom slide shows

- Working with notes pages
- Configuring, rehearsing, and presenting slide shows

### Sharing, collaborating, and security

- Protecting your presentations
- Sharing your presentations

**Starting at \$299**

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Included in this **Microsoft PowerPoint 2016 Advanced Training**

- %day% instructor-led training



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- Microsoft PowerPoint 2016 Advanced Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*