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MICROSOFT

Microsoft PowerPoint 2016 Advanced Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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

Custom slide shows

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

Sharing, collaborating, and security

- Protecting your presentations
- Sharing your presentations

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Starting at **\$299**

ATTENTION

For GSA pricing or Contractor quotes call

[240.667.7757](tel:240.667.7757)





Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

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

- %day% instructor-led training
- 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*