

# Microsoft PowerPoint 365 Level 2 Course Outline

Duration: 1 Day

Get ready to take your PowerPoint skills to the next level with our Microsoft PowerPoint 365 Level 2 advanced training course. You'll learn all the tips and tricks you need to create professional-looking presentations that will leave your audience in awe! Our Microsoft PowerPoint 365 advanced training will give you all the tools you need to create presentations that are professional, polished, and full of personality.

## What You'll Learn

- Work with slide masters and customise layouts
- Create and manage master slides for consistent design
- Add dynamic content to make presentations more engaging
- Deliver presentations remotely with confidence
- Record presentations for future use or sharing

## Course Prerequisites

This PowerPoint 365 Advanced Course is designed for users with prior experience in creating and editing presentations. To get the most out of this course, we recommend:

- Familiarity with basic PowerPoint features, including creating and formatting slides
- Understanding of simple transitions, animations, and working with images and text

## Full Course Outline

### Customising a Presentation in Microsoft PowerPoint 365

Using and applying themes  
Modifying themes  
Working with slide masters and layouts

### Advanced Formatting Techniques

Working with master slides  
Using custom themes and templates  
Advanced text formatting  
Adding special effects and transitions

### Creating Dynamic Content

Working with tables, charts, and SmartArt  
Using custom animations and transitions

Embedding videos and audio files  
Adding interactive elements with action buttons

### Advanced Animation

Animating SmartArt  
Using the Morph feature  
Animating charts  
Using motion paths

### Advanced Presentation Techniques

Creating custom show and handout views  
Using non-linear presentation options  
Delivering presentations remotely and collaboratively  
Best practices for virtual presentations

### Managing and Optimising Presentations

Compressing and optimising images and media  
Organising and reusing presentation elements  
Securing and protecting presentations  
Working with multiple presentations and files  
Accessibility

### Delivering presentations

Presenting on Microsoft Teams and Zoom  
Using the presenter view in MS Teams  
Speaker coach

### Office 365

Use Forms with PowerPoint  
Co-authoring your PowerPoint presentation  
Recording your screen  
Recording your slide show

## Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.