Microsoft® Office

PowerPoint 2016/365

Level 3 Course Outline

Lesson 1: Importing Text Files and Outlines

Importing Document Outlines

Importing Text Files into Presentations

Lesson 2: Using Masters

The Master Views

Slide Masters

Adding New Layouts

Modifying Existing Layouts

Adding Background Images

Controlling Slide Numbers

Modifying Slide Master Themes

Handout Masters

Notes Masters

Lesson 3: Configuring Presentations

Rehearsing Timings

Using Presenter View

Modifying Presentation Properties

Lesson 4: Managing Multiple Presentations

Merging Multiple Presentations &
   Reusing Slides

Viewing Multiple Presentations

Comparing Revisions

Using the Revisions Pane & Managing
   Changes

Working with Comments

Inserting Comments

Editing Comments

Responding to a Comment

Deleting Comments

Lesson 5: Protecting Presentations

Marking A Presentation as Final

Encrypting Presentations

Read Only

Checking for Issues

The Compatibility Checker

Inspecting Presentations

Check Accessibility