

## PowerPoint 2016 - Level 6

The PowerPoint 2016 - Level 6 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to review, proof presentations. You will also protect and share presentations, create custom shows, setup slide shows and use Presenter view.

The estimated time to complete this course is 2 hours and 52 minutes.

### Reviewing and Proofing

#### Reviewing and Comparing

- Sending for Review
- Sharing Presentations
- Reviewing Presentations
- Reviewing Tools
- Inserting Comments
- Reading Comments
- Editing Comments
- Deleting Comments
- Moving to Comments
- Hide/Show Markup
- Editing Presentations for Review
- Comparing Presentations
- Switching Between Presentations

#### Proofing Presentations

- Spelling Checker
- Correcting Spelling Mistakes
- Hiding Spelling Errors
- Spelling Task Pane
- Adding Words to the Dictionary
- Spell Checking Rules
- Using the Thesaurus
- Inserting Words

### Protection and Publishing

#### Protecting and Publishing

- Checking for Issues
- Inspecting Presentations
- Checking for Accessibility
- Checking for Compatibility
- Protecting Presentations
- Removing Passwords
- Mark as Final
- Saving as a PowerPoint Show
- Package for CD
- Creating a Video
- Creating Handouts

### Presenting Slide Shows

#### Presentation Tools


- Slide Show Options
- Changing the Laser Pointer Colour
- Slide Show Monitor Settings
- Changing Monitor Resolution
- Hiding and Showing Slides
- Previewing Show Options
- Rehearsing Slide Shows
- Using the Pen
- Using the Highlighter
- Using the Eraser
- Using the Laser Pointer
- Changing Pen Colour

If you require any further information please contact NYES:

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## Custom Shows

- Creating Custom Shows
- Defining Custom Shows
- Running Custom Shows
- Editing Custom Shows

## Setting Up Slide Shows


- Narrations
- Recording Narrations
- Using the Laser Pointer
- Removing Narrations
- Previewing Sound Files
- Hide/Show Media Controls
- Using Presenter View
- Broadcasting Slide Shows

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