Microsoft Powerpoint for Mac Course Outline:
Duration: 4 Hours

Prerequisites:
A basic understanding of the MacOS environment.

Course Objectives
Software from Microsoft for all Mac and iOS devices makes it easy to create, collaborate and share professional media rich presentations.

Setup Requirements
A Mac device that has the lateset version of Microsoft Powerpoint installed.

Understanding the User-Interface
- Toolbar, menu-bars & buttons layout
- Functionality of the ribbon
- Setting preferences (Tips)

Slides Handling
- Adding slides from master
- Grouping & hiding slides

Working with Themes
- Opening & changing to a specific theme
- Customizing a theme
- Saving theme options
- Using master slides to use multiple themes

Files Management
- Creating, saving & opening files
- Setting file properties
- Creating & managing templates

Working with Text
- Adding & formatting text
- Changing character direction
- Changing indentation & spacing

Working with Objects
- Working with shapes
- Working with tables & charts
- Using hyperlinks with objects

Working with Media
- Inserting photots, music & movies
- Editing features

Animations & Transitions
- Adding a transition to a slide
- Adding animations
- Editing animations, workflow & durations

Play Options on Presentation
- Applying presenter notes
- Screen setup
- Customizing presenter display

Exporting Presentations
- Export options
- Movie exporting features