Ref : EB50-433

PowerPoint 2016

Teamwork

Aim

This course aims to enable you to take advantage of PowerPoint's teamwork features.
After pursuing this course, you will be able to work on a presentation as a team, so that each participant can make changes.

Target audience	Level required	Estimated time to complete the essential modules
Any user who wants to discover or further their knowledge of PowerPoint's basics.	No prior knowledge of PowerPoint is necessary.	0h 30mn (the video sequences last 5 minutes, on average)

Course content

▸ **The essential modules**

PowerPoint 2016 – Sharing and protecting a presentation

MEDIAplus eLearning	This module offers interactive training consisting of 5 training videos, 5 exercises and 1 additional ressource.
	Work on a presentation • You need to know: Sharing a presentation • Comments • Comparing presentation • Protecting a presentation with a password • Finalising a presentation • Digital signatures

▸ **Complementary material**

PowerPoint 2016 – Slide show creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

PowerPoint 2016 – Reference book

Online book	This module includes digital course material.

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