

**Microsoft PowerPoint: Nonlinear Presentations**

**Course Number:** OFC-144  
**Duration:** 0.5 days

**Overview**

One of the most compelling ways to deliver an engaging, dynamic presentation is to leave it open to questions and redirections. This PowerPoint Nonlinear Presentations training teaches attendees how to add sections, hidden slides, hyperlinks, and other interactive tools to their presentations.

**Prerequisites**

All students must have basic experience with Microsoft PowerPoint.

**Materials**

All MS PowerPoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Add sections to define segments of your presentation
* Hide potentially useful content slides from the main timeline
* Create automatic navigational tools with Zoom transitions
* Create manual navigational tools with hyperlinks

**Outline**

* Introduction to Nonlinear Presentations in PowerPoint
  + Course Introduction
  + Presentation Approaches
* Planning Presentations
  + Creating a Presentation Mindmap
  + Choosing Content and Supplemental Slides
  + Understanding Presentation Structure
  + Building Sections into your Presentation
* Creating the Presentation Backbone
  + Creating Content Slides
  + Creating and Hiding Supplemental Slides
  + Planning Consumption for Supplemental Slides
* Adding Navigation
  + Using Zoom Transitions
  + Adding Hyperlinks
  + Planning Navigational Opportunities
  + Adding Buttons
  + Creating Custom Shows
* Conclusion