

**Microsoft PowerPoint: Media and Motion**

**Course Number:** OFC-140
**Duration:** 0.5 days

**Overview**

This PowerPoint Media and Motion training course teaches attendees how to tell a story by incorporating multimedia in their presentations. Attendees learn how make their presentations more engaging and dynamic by including well-designed audio, video, and advanced animations.

**Prerequisites**

All students must have some familiarity 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 audio to slides, interactions, and across multiple slides
* Add and edit video within presentations
* Add element animation
* Use the Morph transition to connect multiple slide states

**Outline**

* Introduction to Media and Motion in PowerPoint
	+ Course Introduction
	+ Multimedia Overview
	+ Animation and Transition Overview
* Audio and Video
	+ Adding Audio to Slides
	+ Adding Audio to Interactions
	+ Adding and Editing Video
	+ Embedding Online Video
* Transitions
	+ Dynamic Content Transitions
	+ Slide Zooms
	+ Section Zooms
	+ Morph Transitions
* Animations
	+ Common Slide Content Builds
	+ Layered Animations
	+ Animation Triggers
* Conclusion