

**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