

Released June 2022

Section/Lesson/Topic Section	Name	Details of Change
Global		<ul style="list-style-type: none"> • Updated app and suite name. • Updated screenshots for new UI features. • Updated activities to account for new practice of saving to OneDrive. • Updated contextual tab references to use the screen name.
Frontmatter		<ul style="list-style-type: none"> • Updated Office Online Notes section. • Updated Course-Specific Technical Requirements. • Updated Setting Up the Course.
Lesson 1, Topic A	Custom Templates	<ul style="list-style-type: none"> • Updated content, including figure.
	Slide Masters	<ul style="list-style-type: none"> • Updated content.
	Slide Master Tab	<ul style="list-style-type: none"> • Now titled Slide Master Ribbon. • Updated content.
	How to Work with Slide Masters	<ul style="list-style-type: none"> • All procedures updated.
	Activity: Working with Slide Masters	<ul style="list-style-type: none"> • Added Before You Begin section and updated all steps.
Lesson 1, Topic B	How to Modify Notes Masters and Handout Masters	<ul style="list-style-type: none"> • Updated procedure steps.
Lesson 2, Topic A	Activity: Creating a Table	<ul style="list-style-type: none"> • Updated steps.
Lesson 2, Topic B	The Contextual Tab for Designing Tables	<ul style="list-style-type: none"> • Now titled The Table Design Contextual Ribbon. • Updated content.
	The Contextual Tab for Arranging Table Layouts	<ul style="list-style-type: none"> • Now titled The Layout Contextual Ribbon for Tables. • Updated content.
Lesson 3, Topic B	The Contextual Tab for Designing Charts	<ul style="list-style-type: none"> • Now titled The Chart Design Contextual Ribbon. • Updated content.

	The Contextual Tab for Formatting Charts	<ul style="list-style-type: none"> • Now titled The Format Contextual Ribbon Charts. • Updated content.
Lesson 4, Topic A	Audio File Formats	<ul style="list-style-type: none"> • Table updated.
	The Audio Contextual Tabs	<ul style="list-style-type: none"> • Now titled The Audio Format and Playback Contextual Tabs. • Updated content.
	The Contextual Tab for Audio Playback	<ul style="list-style-type: none"> • Now titled The Playback Contextual Ribbon.
	How to Add, Edit, and Play Audio	<ul style="list-style-type: none"> • Updated all procedures.
Lesson 4, Topic B	Video Insertion	<ul style="list-style-type: none"> • Updated content.
	Video File Formats	<ul style="list-style-type: none"> • Updated content.
	The Contextual Tab for Formatting Videos	<ul style="list-style-type: none"> • Now titled The Video Format Contextual Ribbon. • Updated content.
	The Contextual Tab for Video Playback	<ul style="list-style-type: none"> • Now titled The Playback Contextual Ribbon. • Updated content.
Lesson 6, Topic A	The Comments Pane	<ul style="list-style-type: none"> • Updated table.
	How to Add and Manage Comments	<ul style="list-style-type: none"> • Procedures updated.
	Activity: Adding and Managing Comments	<ul style="list-style-type: none"> • Updated steps.
	How to Compare and Merge Presentations	<ul style="list-style-type: none"> • Procedures update.
	Activity: Comparing and Merging Presentations	<ul style="list-style-type: none"> • Steps updated
Lesson 6, Topic B	Microsoft OneDrive	<ul style="list-style-type: none"> • KB removed.
	The Send Link Options	<ul style="list-style-type: none"> • Updated content, including table.
	Activity: Co-authoring a Presentation (Optional)	<ul style="list-style-type: none"> • Activity no longer Optional. • Steps revised.
Lesson 7, Topic A	Activity: Annotating a Presentation	<ul style="list-style-type: none"> • Updated steps.
Lesson 7, Topic B	Presenter Coach	<ul style="list-style-type: none"> • Now titled The Rehearse with Coach Feature. • Updated content.
	The Record Ribbon (NEW)	<ul style="list-style-type: none"> • New KB, including figure and slide.
	The Recording Window	<ul style="list-style-type: none"> • Updated content.

	How to Record a Presentation	<ul style="list-style-type: none"> Updated procedures, including addition of new procedures using the Rehearse with Coach feature and on exporting presentations.
	Activity: Recording a Presentation	<ul style="list-style-type: none"> Updated steps and substeps.
Lesson 7 Lab	Customizing Presentation Delivery	<ul style="list-style-type: none"> Updated lab steps.
Lesson 8, Topic C	Activity: Creating a Custom Slide Show	<ul style="list-style-type: none"> Updated steps and substeps.
Lesson 9, Topic A	The Trust Center Dialog Box	<ul style="list-style-type: none"> Added last entry to table.
	How to Secure a Presentation	<ul style="list-style-type: none"> Updated procedure on How to Add a Digital Signature.
Lesson 9, Topic B	The Create a Video Option	<ul style="list-style-type: none"> Updated content.
	Activity: Converting a Presentation to a Video	<ul style="list-style-type: none"> Updated steps and substeps.
	Appendix: Mapping Course Content to Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300	<ul style="list-style-type: none"> Updated to reflect changes in exam title.
	Appendix: Microsoft® PowerPoint® Common Keyboard Shortcuts	<ul style="list-style-type: none"> Updated.
	Appendix: Using Ink to Hand Draw Elements	<ul style="list-style-type: none"> Updated all KBs, including figures/slides.
Course Files	PowerPoints	<ul style="list-style-type: none"> Updated slides to use widescreen template and to reflect UI and feature changes.
	Assessments, Data Files, and Mapping	<ul style="list-style-type: none"> Updated per changes to content.