



Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1

Summary

Length: 8 hours Level: Foundational

How do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft PowerPoint can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations. Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course

Learning Objectives

In this course, you will create and deliver an engaging PowerPoint presentation. You will:

Identify the basic features and functions of PowerPoint.

Develop a PowerPoint presentation.

Perform text formatting.

Add and arrange graphical elements.

Modify graphical elements.

Prepare to deliver your presentation.

Course Outline

1. Getting Started with PowerPoint

Topic A- Navigate the PowerPoint Environment

Topic B- View and Navigate a Presentation

Topic C- Create and Save a Basic Presentation

Topic D- Navigate in PowerPoint for the Web

Topic E- Use PowerPoint Help

2. Developing a PowerPoint Presentation

Topic A- Create Presentations

Topic B- Edit Text

Topic C- Work with Slides

Topic D- Design a Presentation

3. Formatting Text

Topic A- Format Characters

Topic B- Format Paragraphs

4. Adding and Arranging Graphical Elements

Topic A- Insert Images

Topic B- Insert Shapes

Topic C- Create SmartArt

Topic D- Insert Icons and 3D Models

Topic E- Size, Group, and Arrange Objects

5. Modifying Graphical Elements

- Topic A- Format Images
- Topic B- Format Shapes
- Topic C- Customize SmartArt
- Topic D- Format Icons
- Topic E- Format 3D Models
- Topic F- Animate Objects

6. Preparing to Deliver Your Presentation

- Topic A- Review Your Presentation
- Topic B- Apply Transitions
- Topic C- Print or Export a Presentation
- Topic D- Deliver Your Presentation

Audience

This course is designed for students who wish to gain a foundational understanding of PowerPoint that is necessary to create and develop engaging multimedia presentations.

Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take the following Logical Operations course: Using Microsoft Windows 10 (Second Edition)