

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

Course Overview

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This is a 1-day class

By exploring 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.

The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

Who Should Attend

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.

Course 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.

Other 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 any one or more of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

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

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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