Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist: PowerPoint Associate (PowerPoint 365 and PowerPoint 2019) —* ***Exam:*** *MO-300: Microsoft PowerPoint (PowerPoint 365 and PowerPoint 2019)*

Course Description

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, participants will gain the ability to organize their content, enhance it with high-impact visuals, and deliver it with a punch. In this course, participants will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

ⓘ**Note:** The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:

- Persons who wish to gain a foundational understanding of PowerPoint that is necessary to create and develop engaging multimedia presentations.
- Persons who wish to prepare for the certification exam.

Prerequisites

To attend this course, candidates must 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.

Unit #2, Braemar Suites, 1D-1E Braemar Avenue, Kingston 10
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Prerequisites *Continued*

-OR-

- To obtain this level of skills and knowledge, candidates must have completed one or more of the following courses:
  - *Using Microsoft® Windows® 10*
  - *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 Topics

Module 1: Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a Simple Presentation
- Navigate in PowerPoint for the Web
- Use PowerPoint Help

Module 2: Developing a PowerPoint Presentation

- Create Presentations
- Edit Text
- Work with Slides
- Design a Presentation

Module 3: Formatting Text

- Format Characters
- Format Paragraphs

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Course Topics *Continued*

Module 4: Adding and Arranging Graphical Elements

- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Icons and 3D Models
- Size, Group, and Arrange Objects

Module 5: Modifying Graphical Elements

- Format Images
- Format Shapes
- Customize SmartArt
- Format Icons
- Format 3D Models
- Animate Objects

Module 6: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print or Export a Presentation
- Deliver Your Presentation

ACTIVITIES INCLUDED

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