Microsoft® Office PowerPoint® 2021: Part 1

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

*Certification: Microsoft Office Specialist (MOS): PowerPoint Associate (Office 365 and Office 2021 — **Exam:** MO-300*

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 2021, 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.

Target Audience

This course is intended for:

- Persons who wish to gain a foundational understanding of PowerPoint 2021 that is necessary to create and develop engaging multimedia presentations.

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and experience:

- *Using Microsoft® Windows® 10*

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.

Microsoft® Partner

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Course Topics

Module 1: Getting Started with PowerPoint 2021
- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a Basic Presentation
- 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

Module 4: Adding and Arranging Graphical Elements
- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Stock Media, 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

Appendix C: Guidelines for Presentation Design

ACTIVITIES INCLUDED

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