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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft® PowerPoint® for Office 365™ : Part 1



About This Course:

In this hands-on course, you'll learn to use Microsoft PowerPoint 2019 to create engaging, dynamic multimedia presentations. Designed for beginners and professionals alike, this course covers the essential tools and features of PowerPoint—helping you build visually appealing slides, integrate multimedia elements, and deliver impactful presentations with confidence

Course Objectives:

- Identify and navigate the basic features and functions of Microsoft PowerPoint 2019
- Develop and organize a complete PowerPoint presentation from scratch
- Perform advanced text editing to enhance clarity and visual appeal
- Insert and manage graphical elements such as images, shapes, and icons
- Format graphical elements to create visually engaging slides
- Prepare and fine-tune the presentation for effective delivery

Audience:

- Beginners who are new to Microsoft PowerPoint and want to learn the essentials
- Professionals who need to create and deliver presentations as part of their role

Prerequisites:

- None

Course Outline:

Lesson 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

Lesson 2: Developing a PowerPoint Presentation

Topic A: Create Presentations

Topic B: Edit Text

Topic C: Work with Slides

Topic D: Design a Presentation

Lesson 3: Formatting Text

Topic A: Format Characters

Topic B: Format Paragraphs

Lesson 4: Adding and Arranging Graphical Elements

Topic A: Insert Images

Topic B: Insert Shapes

Topic C: Create SmartArt

Topic D: Insert Stock Media, Icons, and 3D Models

Topic E: Size, Group, and Arrange Objects

Lesson 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

Lesson 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