Microsoft PowerPoint Online

Modality: On Demand

Duration: 30 Min

About the course:

In this online training program, students will explore how to create presentations and format them. You will also learn the techniques to share your presentations, so you can interact with each other. You can save presentations, spreadsheets, and documents online in OneDrive by Office Online. We will be focusing on MS PowerPoint Online in this online training series.

Course Objective:

- How to open a presentation from a template
- How to choose a theme, layouts, insert a slide, duplicate slide, and reorder slide.
- Explore how to add a text box, format text box, insert an image, insert shape, format shape, insert SmartArt, insert a hyperlink, and insert comments
- How to add a transition between slides
- How to add an animation
- Understanding of view, printing, share and collaborate

Audience:

Anyone who want to enhance his/her skills on MS PowerPoint

Prerequisites:

This online training program required no prerequisites

Course Outline:

Basics

- What you'll learn in this training
- Open a new, blank presentation
- Open a presentation from a template
- Explore the ribbon
- Save the presentation

Presentation

- Choose a theme

- Choose a layout for your slides
- Insert a slide
- Duplicate a slide
- Reorder slides

Add and Format Text, SmartArt, and Shapes

- Add a text box
- Format the text and text box
- Insert an image
- Insert and format a shape
- Insert SmartArt
- Insert a hyperlink
- Insert comments

Slideshow

- Add transitions between slides
- Add an animation
- Present your slideshow

View

- Editing a view
- Notes
- Reading view

Printing

- Printing options

Share and Collaborate

- Sharing options
- Share presentations online and work together in the same presentation
- Open in PowerPoint (Desktop version)

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File Tab

- Review the File tab options

Knowledge Assessments

- Basics
- Presentation
- Add and Format Text, SmartArt, and Shapes
- Slideshow
- View
- Share and Collaborate

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