

Microsoft PowerPoint 365 Essentials



Duration: 1 Day Course Code: PPT365E

This course is designed to introduce a large selection of Multimedia Elements to allow students to create exciting, attention grabbing PowerPoint Presentations for screen and printed usage right and includes adding Animations, Sound, Video and Slide Transitions.

Learning Outcomes

By the end of this course students will be able work with a variety of multimedia elements including tables, images, video, sound and animation.

Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Starting PowerPoint
- Understanding the Interface
- PowerPoint Screen Views
- Opening Existing Presentations
- Navigating Presentations
- PowerPoint Help

Creating a Presentation

- Planning a Presentation
- Understand Slides and Placeholders
- Creating a New Presentation
- Presentation Screen Ratios
- Changing the Slide Size
- Saving a New Presentation
- Adding new Slides
- Modifying a Placeholder
- Cut, Copy & Paste
- Working with Bullet Points

Formatting Text

- Text Selection Techniques
- Using Text Autofit
- Using Format Painter
- Modifying Text Appearance
- Modifying Paragraph Settings

Slide Design Options

- The Design Ribbon
- Changing Slide Size and Orientation
- Understanding Themes
- Applying a Theme
- Creating Custom Themes
- Modifying Backgrounds
- Changing Slide Layouts
- Reusing Slides

Slide Content Types

- The Insert Ribbon Tab
- Working with Tables
- Formatting Tables
- Inserting Graphics and Illustrations
- Modifying Graphics
- Inserting Pictures from File
- Using Online Pictures
- Formatting Images
- Working with Drawing Shapes
- Modifying Drawing Objects
- Creating and Using Links
- Adding Text Boxes
- Text Box Options
- Inserting Word Art
- Creating Headers/Footers
- Adjusting Header/Footer Settings
- Inserting Video and Audio
- Video Editing Options
- Linking to Online Video

Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings

Slide Transitions and Animation

- Applying Slide Transitions
- Different Transition Effects

- Animating Text and Objects
- Animation Options and Effects
- The Animation Pane
- Creating Motion Path Animations
- Editing a Custom Motion Path

Running Slide Shows

- Using Slide Show View
- Advance Slide Show Settings
- Customising Slide Timings
- Slide Show Preview Menu
- Adding Ink Annotations
- Screen/Navigation Options
- Adding Rehearsed Slide Timings

Review and Proofing

- The Review Tab
- Proofing your Presentation
- Using Auto Correct
- Additional Proofing Options

Working with Templates

- Using Presentation Templates

Effective Presentation Delivery

- Planning, Preparing and Presenting Tips

Printing your Presentation

- Print, Print Preview
- Printing Options and Settings

