

## COURSE OUTLINE

### Microsoft PowerPoint 365:

#### Part 1



DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Entry	VILT/ILT	N/A	End User

### Course Overview

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This version of PowerPoint incorporates some new features in an effort to make collaboration and production as easy as possible.

This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

### Topics

#### Getting Started with PowerPoint

Students will learn how to navigate the PowerPoint environment, create and save a PowerPoint presentation, and use PowerPoint help.

- TOPIC A: Navigate the PowerPoint Environment
- TOPIC B: Create and Save a PowerPoint Presentation

- TOPIC C: Use Help

#### Developing a PowerPoint Presentation

This lesson covers the key steps in developing a PowerPoint presentation: selecting a presentation type, building the presentation itself, laying out the presentation, editing text, and viewing and navigating the presentation.

- TOPIC A: Select a Presentation Type
- TOPIC B: Build a Presentation
- TOPIC C: Lay Out a Presentation
- TOPIC D: Edit Text
- TOPIC D: Edit Text

### **Performing Advanced Text Editing**

This lesson provides techniques for formatting characters, paragraphs, and text boxes.

- TOPIC A: Format Characters
- TOPIC A: Format Paragraphs
- TOPIC C: Format Text Boxes

### **Adding Graphical Elements to Your Presentation**

Students will learn how to add images, screenshots, screen recordings, shapes, and WordArt to a presentation.

- TOPIC A: Insert Images
- TOPIC B: Insert Shapes
- TOPIC C: Insert WordArt

### **Modifying Objects in Your Presentation**

Topics covered in this lesson include how to edit, format, group, and arrange objects. Students will also be introduced to PowerPoint's animation features.

- TOPIC A: Edit Objects
- TOPIC B: Format Objects
- TOPIC C: Group Objects
- TOPIC D: Arrange Objects
- TOPIC E: Animate Objects

### **Adding Tables to Your Presentation**

This lesson focuses on how to create and format a table. Ways to add data from other Microsoft 365 applications are also discussed.

- TOPIC A: Create a Table

- TOPIC B: Format a Table
- TOPIC C: Insert a Table from Other Microsoft 365 Applications

### **Adding Charts to Your Presentation**

Next, students will learn how to create, format, and manipulate a chart. The lesson will conclude with a brief look at inserting a chart from Microsoft Excel.

- TOPIC A: Create a Chart
- TOPIC B: Format a Chart
- TOPIC C: Manipulate a Chart
- TOPIC D: Insert a Chart from Microsoft Excel

### **Preparing to Deliver Your Presentation**

In this final lesson, students will learn how to review, print, and deliver a presentation. Techniques for applying transitions to slides will also be covered.

- TOPIC A: Reviewing your presentation
  - TOPIC B: Apply Transitions
  - TOPIC C: Print Your Presentation
  - TOPIC D: Deliver Your Presentation
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