

ME-PPT365L1: MICROSOFT® POWERPOINT 365 LEVEL 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

Welcome to the second part of our Microsoft PowerPoint 365 courseware. This version of PowerPoint incorporates some new features and connectivity options to make collaboration and production as easy as possible.

This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features. We will cover reviewing your presentation; inserting links, video and viewing your presentation with accessibility features; unique shortcuts to make using PowerPoint more efficient, and finally how to integrate with other Microsoft versions and OneDrive.

The training delivery is based on the desktop application and not on the online/browser version of the application.

This one-day workshop will help participants learn how to:

- Review a Presentation
- Insert Links and Online Video
- View a Presentation
- Shortcuts for Presenting
- Navigate Ribbons and Panes
- Edit Slides
- Use OneDrive to Integrate Flexibility

AUDIENCE PROFILE

This course is intended for users who have completed or understands the materials covered in the first part of the Microsoft PowerPoint 365 courseware.

PREREQUISITES

This manual assumes the user has completed or understands the materials covered in the first part of the Microsoft PowerPoint 365 courseware, including:

- Getting started with PowerPoint 365
- Developing a PowerPoint presentation
- Performing advanced text editing
- Adding graphical elements to your presentation
- Modifying objects in your presentation
- Adding tables and charts to your presentation
- Preparing to deliver your presentation

COURSE OBJECTIVES

- Using Additional Features
- Unique Shortcuts
- Integrating Versions of PowerPoint

COURSE CONTENT

Lesson 1: Course Overview

- Learning Objectives

Lesson 2: Using Additional Features

TOPIC A: Reviewing a Presentation

- Collaborate
- Check Slides
- Check Accessibility
- Activity 1-1: Review a Presentation

TOPIC B: Inserting Links and Online Video

- Insert Links
- Insert Online Video
- Activity 1-2: Inserting a Link

TOPIC C: Viewing a Presentation

- View a Presentation from Start
- View a Presentation from Current Slide

- View Subtitles in a Presentation
- Activity 1-3: Change the Language of a Subtitle
- Summary
- Review Questions

Lesson 3: Unique Shortcuts

TOPIC A: Shortcuts for Presenting

- Forward and Back
- Specific Slides
- Exiting

TOPIC B: Navigating Ribbons and Panes

- Panes
- Ribbon

TOPIC C: Editing Slides

- Insert a New Slide
- Copy and Paste
- Reorder Thumbnails
- Summary
- Review Questions

Lesson 4: Integrating Versions of PowerPoint

TOPIC A: Differences in PowerPoint 365

- File Tab
- Home Tab
- Insert Tab
- Design Tab
- Transitions Tab
- Animations Tab
- Review Tab
- View Tab

TOPIC B: Using OneDrive to Integrate Flexibility

- Using Multiple Versions
- Using OneDrive
- Create a New Integrated PowerPoint Presentation
- Activity 3-2: Insert Alternative Text
- Summary
- Review Questions

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.