

## ME-PPT365L2: MICROSOFT® POWERPOINT 365 LEVEL 2



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.