PowerPoint for Office 365 Introduction

Length: 1/2 Day

Summary: How do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® PowerPoint® can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

COURSE CONTENT

Lesson 1: Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment

Topic B: View and Navigate a Presentation

Topic C: Create and Save a Basic Presentation

Topic D: Navigate in PowerPoint for the Web

Topic E: Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

Topic A: Create Presentations

Topic B: Edit Text

Topic C: Work with Slides

Topic D: Design a Presentation

Lesson 3: Formatting Text

Topic A: Format Characters

Topic B: Format Paragraphs