



## Microsoft® PowerPoint® 365 Introduction

### Course Description

**Course Overview:** 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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 365): Exam MO-300.

**Target Student:** This course is designed for students who wish to gain a foundational understanding of PowerPoint 365 that is necessary to create and develop engaging multimedia presentations.

**Prerequisites:** To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following CompuTrain courses:

- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

#### Course Objectives

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

You will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements.
- Format graphical elements.
- Prepare to deliver your presentation.

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### Course Content (continued from previous page)

#### Lesson 1: Getting Started with PowerPoint 365

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Use PowerPoint Help

#### Lesson 2: Developing a PowerPoint Presentation

- Create and Save a Presentation
- Edit Text
- Work with Slides
- Design a Presentation

#### Lesson 3: Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs

#### Lesson 4: Adding and Arranging Graphical Elements

- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Icons and 3D Models
- Arrange and Size Objects

#### Lesson 5: Modifying Graphical Elements

- Format Images
- Format Shapes
- Customize SmartArt
- Format Icons
- Format 3D Models
- Animate Objects

#### Lesson 6: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print a Presentation
- Deliver Your Presentation

#### Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

#### Appendix B: Microsoft® Office PowerPoint® Common Keyboard Shortcuts