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Microsoft PowerPoint for Office 365 – Part 1 Training

Microsoft Authorized Training · Applied Technology Academy

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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**1 year: Microsoft**	**$50,023**	**Yes**

Course Overview

With so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft® Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

Course Outline

- **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
- **Lesson 4: Adding and Arranging Graphical Elements**
  - Topic A: Insert Images
  - Topic B: Insert Shapes
  - Topic C: Create SmartArt
  - Topic D: Insert Icons and 3D Models
  - Topic E: Size, Group, and Arrange Objects
- **Lesson 5: Modifying Graphical Elements**
  - Topic A: Format Images
  - Topic B: Format Shapes
  - Topic C: Customize SmartArt
  - Topic D: Format Icons
  - Topic E: Format 3D Models
  - Topic F: Animate Objects
- **Lesson 6: Preparing to Deliver Your Presentation**
  - Topic A: Review Your Presentation
  - Topic B: Apply Transitions
  - Topic C: Print or Export a Presentation
  - Topic D: Deliver Your Presentation

Intended Audience

This manual is designed for users who are comfortable using Windows and Internet Explorer, Microsoft Edge or other current browsers. No previous experience with other versions of Microsoft PowerPoint is necessary. This course is intended to help all novice computer users get up to speed with PowerPoint quickly.

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 courses:

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

Follow-On Courses

Microsoft PowerPoint for Office 365 – Part 2

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.