



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MICROSOFT POWERPOINT INTRODUCTION

Course Duration: 1 Day

Overview

The Microsoft PowerPoint introduction course will provide delegates with the knowledge, skills, and practical use for their day-to-day work. The introduction level will cover how to create PowerPoint presentations using slides, format text, insert graphical objects, add tables and charts, add slide transitions, animate text, and images.

Audience

The PowerPoint training is suitable for complete beginners and existing users in PowerPoint who are self-taught.

Prerequisites

No previous knowledge or experience of Microsoft PowerPoint is required, experience using Microsoft Office applications such as Teams, Excel and Word would be an advantage but not necessary.

Objectives

After attending the training, you will be able to:

- Creating presentations
- Working with slide
- Using PowerPoint views
- Using Drawing Objects - Smart Art
- Creating Charts
- Using Animations and screen shows
- Printing Slide shows
- Using Slide master and templates
- Using Presenter view

The course will cover the following content

Introduction

- An overview of the screen, Tabs and Ribbons
- Using Dialog Box Launchers
- Using the Quick Access toolbar
- Customizing the Quick Access toolbar
- Using the Mini toolbar
- Customizing the Status Bar
- Zoom
- Status bar options
- Using the Clipboard Task Pane
- Using Screen Shots
- Using Undo and Redo
- Finding and Replacing Text
- Checking Spelling as You Type
- Working with text placeholders
- Formatting text
- Using the Eye dropper tool
- Working with Quick Styles
- Using the Mini Toolbar
- Using and modifying bullets
- Format Painter

Creating Presentations

- Creating a new presentation
- Saving/Closing a presentation
- Opening presentations
- Saving presentations in Adobe Acrobat (PDF file)
- Adding New slides - entering & editing Text
- Slide Layouts - Title slide, Bulleted List, Two Column Text
- Changing the slide layout
- Creating Blank slides
- Reuse Slides

Working with slides

- Selecting place holders
- Entering and editing text
- Spell checker
- Copy text
- Move text
- Using the Paste Options Button

PowerPoint views

- Slide view
- Slide sorter view
 - Selecting Multiple Slides
 - Moving Slides in Slide Sorter View
 - Duplicating slides in Slide Sorter View
 - Copying slides in Slide Sorter view
 - Deleting slides in Slide Sorter View
 - Copying, moving and deleting slides
- Outline view
 - Working with the Outline Tab
 - Collapsing and Expanding Slides
 - Demoting and Promoting text lines
 - Moving text lines

- Adding Slides in the Outline tab
- Deleting slides in the Outline tab
- Rearranging slides in the Outline Tab
- Using the slide finder
- Notes view
 - Adding speaker Notes
 - Printing speaker notes
- Applying a Theme
- Applying a Background Style
- Changing Slide Orientation
- Changing the magnification
- Recolouring a Graphic
- Using the Eyedropper Tool
- Cropping a Picture
- Applying a Picture Style
- Adding a Border
- Adding Effects
- Insert 3D Models
- Insert Icons

Working with tables and charts

Drawing objects and symbols

- Drawing basic shapes
- Formatting shapes 3D, Shadow and Fill effects
- Aligning shapes
- Rotating Shapes
- Grouping objects
- Smart Art
 - Inserting a SmartArt graphic
 - Changing SmartArt colours and styles
 - Resizing and repositioning SmartArt
 - Inserting text into SmartArt
 - Formatting SmartArt text
 - Adding shapes to a SmartArt graphic
- Animating objects
- Inserting Pictures
 - Moving a graphic
 - Resizing a Graphic
 - Formatting a Graphic
- Create tables
 - Creating a PowerPoint Table
 - Adjusting table cells
 - Selecting rows and columns
 - Inserting rows and columns
 - Applying a table style
 - Editing the table colour
 - Adding table effects
 - Formatting table text using quick styles
 - Editing table borders
- Format tables
- Create charts
 - Deleting data from the datasheet
 - Entering data into the datasheet
 - Changing the chart type
 - Applying a chart style and layout
 - Displaying chart analysis
 - Inserting pictures
 - Formatting the chart background elements

Animations and screen shows

- Animating objects and using slide builds
- Slide transitions
- Custom Animation
- Animation text effects
- Running a slide show
- Navigating Slide show
- Annotating using the pen
- Changing the pen colour
- Hide slides
- Use Presenter view

Printing

- Page Setup options
- Printing slides and presentations
- Printing notes and handouts

Customising colours, slide masters and templates

- Working with designs
- Using Design ideas
- Working with colours and fonts
- The slide master
- Editing Slide master
- Adding logos to Slide master
- Adding slide number
- Adding Headers and Footers
- Saving a presentation as a design template

Collaboration

- Sharing a presentation
- Manage a shared presentation

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Introduction to Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

