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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **March 5, 2026**

Microsoft® PowerPoint® for Office 365™ : Part 1



About This Course:

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 Objectives:

- Identify and navigate the basic features and functions of Microsoft PowerPoint 2019
- Develop and organize a complete PowerPoint presentation from scratch
- Perform advanced text editing to enhance clarity and visual appeal
- Insert and manage graphical elements such as images, shapes, and icons
- Format graphical elements to create visually engaging slides
- Prepare and fine-tune the presentation for effective delivery

Audience:

- Beginners who are new to Microsoft PowerPoint and want to learn the essentials
- Professionals who need to create and deliver presentations as part of their role

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

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 Stock Media, 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