PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft Office 365 PowerPoint Essentials Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

**In this PowerPoint 365 Essentials course, participants will learn the basics of this new presentation web application that provides all of the traditional PowerPoint presentation capabilities, in addition to the ability to share documents with ease. Collaboration becomes simple, as more than one user can edit a document at the same time. Presentations can be accessed anywhere, eliminating the need to bring a copy on presentation day.**

**One of PD Training's specialized trainers will teach you or your employees all of the basics of working with this new web-based interface, as well as get you up and running with the standard basics of creating presentations, slides and notes. Exciting advanced features, such as broadcasting presentations via the web will also be taught.**

**This hands-on training workshop is available now throughout Hong Kong, including Central.**

**This Microsoft PowerPoint 365 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.**

**Contact us today for a quote.**

## What You'll Gain:

In this PowerPoint 365 Essentials course, participants will learn the basics of this new presentation web application that provides all of the traditional PowerPoint presentation capabilities, in addition to the ability to share documents with ease. Collaboration becomes simple, as more than one user can edit a document at the same time.

Presentations can be accessed anywhere, eliminating the need to bring a copy on presentation day. One of PD Training's specialized trainers will teach you or your employees all of the basics of working with this new web-based interface, as well as get you up and running with the standard basics of creating presentations, slides and notes. Exciting advanced features, such as broadcasting presentations via the web will also be taught.

With Office 365 PowerPoint, you (or any of your viewers) can access your presentations anywhere. You can even make a few basic changes right on the same website where you presentation is located.

# Outcomes

**In this course, participants will:**

- Learn the basics of sharing documents with collaborators
- Understand how to proficiently use the interface of this new web application presentation software
- Master workflow efficiency using Pop Out Windows, Outlines, and printing from the Reading View without opening the file
- Understand the work modes offered, including editing in the browser and opening in PowerPoint
- Discover advanced capabilities, such as broadcasting presentations via the web
- Become proficient at managing slides, including hiding slides, organizing slides, and changing slide types
- Improve the preparation process of their presentation with Notes
- Learn all of the basics of the traditional out-of-the-box PowerPoint software, including formatting text, adding lists, revising alignment, and inserting images

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# Modules

### Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

### Lesson 2: Welcome to Office 365 PowerPoint

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Lesson Two: Review Questions

### Lesson 3: Viewing Web App Presentations (I)

- Opening a Presentation
- Overview of the Reading View
- Paging Through Documents
- Notes
- Closing Presentations
- Lesson Three: Review Questions

### Lesson 4: Viewing Web App Presentations (II)

- Using the Pop Out
- Using the Outline View
- Editing in Browser
- Opening in PowerPoint
- Printing From the Reading View
- Lesson Four: Review Questions

### Lesson 5: Working with Slides

- A New File

### Lesson 6: Editing in the Browser

- About Saving

- Adding Slides
- The PowerPoint Web App Interface
- Using the Slide Organizer
- Hiding Slides
- Lesson Five: Review Questions

- Typing Text
- Selecting and Editing Text with the Mouse or Keyboard
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Lesson Six: Review Questions

### Lesson 7: Formatting Text

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Adding Font Enhancements
- Lesson Seven: Review Questions

### Lesson 8: Formatting Paragraphs

- Adding Bullets and Numbering
- Changing Alignment
- Using Indents and Tabs
- Text Direction
- Model Eight: Review Questions

### Lesson 9: The Insert Tools

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Using Smart Art
- Inserting Links
- Model Nine: Review Questions

### Lesson 10: The Finishing Touches

- Working with Notes
- Printing from the Editing View
- Accessing the Reading View
- Starting a Slide Show in the Browser
- Lesson Ten: Review Questions

### Lesson 11: Broadcasting Presentations on the Web

- About Broadcasting Presentations on the Web
- Preparing Your Presentation for Broadcast
- Broadcasting Your Presentation
- Viewing a Broadcast Presentation
- Lesson Eleven: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**Talk to our expert team**

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