

# MICROSOFT POWERPOINT 365: PART 1

Course Code: 821478

By the end of this course, users should be comfortable using the PowerPoint 365 desktop version to create a new presentation, to make a presentation look professional and presentable, and to save and present a slide show.

Welcome to the first part of our Microsoft 365 PowerPoint courseware. PowerPoint is Microsoft's powerful and easy-to-use presentation program. This version of PowerPoint incorporates some new features in an effort to make collaboration and production as easy as possible.

This course is intended to help all novice computer users quickly get up to speed with PowerPoint. It covers different features of the interface; shows users how to create, save, and present a basic presentation; looks at the basics of formatting; and discusses how to add multimedia to a presentation.

**Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.**

## What You'll Learn

- Getting Started with PowerPoint
- Developing a PowerPoint Presentation
- Performing Advanced Text Editing
- Adding Graphical Elements to Your Presentation
- Modifying objects in Your Presentation
- Adding Tables to Your Presentation

## Who Needs to Attend

This course is intended to help all novice computer users get up to speed with PowerPoint quickly.

## Prerequisites

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.

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CLASSROOM LIVE

\$295 USD

1 Day

## Classroom Live Outline

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

- Topic A: Navigate the PowerPoint Environment
- Topic B: Create and Save a PowerPoint Presentation
- Topic C: Use Help

### **Lesson 2: Developing a PowerPoint Presentation**

- Topic A: Select a Presentation Type
- Topic B: Build a Presentation
- Topic C: Lay Out a Presentation
- Topic D: Edit Text
- Topic E: View and Navigate a Presentation

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

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

### **Lesson 4: Adding Graphical Elements to Your Presentation**

- Topic A: Insert Images
- Topic B: Insert Shapes
- Topic C: Insert WordArt

### **Lesson 5: Modifying Objects in Your Presentation**

- Topic A: Edit Objects
- Topic B: Format Objects
- Topic C: Group Objects
- Topic D: Arrange Objects
- Topic E: Animate Objects

### **Lesson 6: Adding Tables to Your Presentation**

- Topic A: Create a Table

- Topic B: Format a Table
- Topic C: Insert a Table from Other Microsoft Office Applications

### **Lesson 7: Adding Charts to Your Presentation**

- Topic A: Create a Chart
- Topic B: Format a Chart
- Topic C: Manipulate a Chart
- Topic D: Insert a Chart from Microsoft Excel

### **Lesson 8: Preparing to Deliver Your Presentation**

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print Your Presentation
- Topic D: Deliver Your Presentation

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VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

## Virtual Classroom Live Outline

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

- Topic A: Navigate the PowerPoint Environment
- Topic B: Create and Save a PowerPoint Presentation
- Topic C: Use Help

### **Lesson 2: Developing a PowerPoint Presentation**

- Topic A: Select a Presentation Type
- Topic B: Build a Presentation
- Topic C: Lay Out a Presentation
- Topic D: Edit Text
- Topic E: View and Navigate a Presentation

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

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

### **Lesson 4: Adding Graphical Elements to Your Presentation**

- Topic A: Insert Images
- Topic B: Insert Shapes
- Topic C: Insert WordArt

### **Lesson 5: Modifying Objects in Your Presentation**

- Topic A: Edit Objects
- Topic B: Format Objects
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- Topic D: Arrange Objects
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### **Lesson 6: Adding Tables to Your Presentation**

- Topic A: Create a Table

- Topic B: Format a Table
- Topic C: Insert a Table from Other Microsoft Office Applications

### **Lesson 7: Adding Charts to Your Presentation**

- Topic A: Create a Chart
- Topic B: Format a Chart
- Topic C: Manipulate a Chart
- Topic D: Insert a Chart from Microsoft Excel

### **Lesson 8: Preparing to Deliver Your Presentation**

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print Your Presentation
- Topic D: Deliver Your Presentation

Aug 14 - 14, 2025 | 9:00 AM - 5:00 PM EDT

Oct 9 - 9, 2025 | 9:00 AM - 5:00 PM EDT

Dec 4 - 4, 2025 | 9:00 AM - 5:00 PM EST



# MICROSOFT POWERPOINT 365: PART 1

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PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

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