PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 PowerPoint Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

The Microsoft Office 365 PowerPoint Essentials Training course teaches you the basic skills to be able to use the web-based Office 365 PowerPoint and to benefit from the convenience and efficiency of accessing and working on your presentations online from anywhere with an internet connection or simultaneously with other authorized users.

This course teaches you the following: the basics of working with the web-based PowerPoint software, sharing or broadcasting documents with collaborators, developing slide management proficiency, mastering workflow efficiency using Pop Out Windows, Outlines, and Reading View, using Notes to improve the presentation preparation process and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Microsoft Office 365 PowerPoint presentations can be accessed anywhere with internet access, eliminating the need for you to bring a copy on presentation day. The cloud-based solution also allows easy collaboration among team members in different offices or countries.

One of PD Training's specialized trainers will teach your staff the basics of working with this new web-based interface, as well as get you comfortable 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 online. 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

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

Lesson 6: Editing in the Browser

- About Saving
- 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

Phone:

Email: