

Course Outline | PowerPoint Online

1 day(s)

PowerPoint Online is a cloud-based version of Microsoft's presentation software. It is part of Office 365, Microsoft's cloud-based product offering. This course is intended to help all users get up to speed quickly with PowerPoint Online. We will cover: getting started with the app; creating and delivering a simple presentation; using formatting and editing tools; adding images, shapes, tables, and SmartArt; and finalizing a presentation.

Course Outline

Getting Started

- Getting Started with PowerPoint Online
- Creating Presentations
- Editing Presentations
- Viewing a Presentation
- Getting Help in PowerPoint Online

Developing a PowerPoint Presentation

- Building a Presentation
- Editing Text and Objects
- Formatting Text
- Formatting Paragraphs

Working with Images and Shapes

- Inserting Graphics
- Modifying Objects
- Formatting Objects
- Adjusting Image Appearance

Working with SmartArt

- Creating SmartArt
- Modifying SmartArt
- Formatting SmartArt

Working with Tables

- Creating Tables
- Editing Tables
- Formatting Tables

Finishing Your Presentation

- Animating Objects
- Applying Transitions
- Customizing Design Options
- Working with Comments
- Co-authoring Presentations