

Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

Description

In this course, you will create and deliver an engaging PowerPoint presentation.

You will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform text formatting.
- Add and arrange graphical elements.
- Modify graphical elements.
- Prepare to deliver your presentation.

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

Course Schedule

Date	Time	Price	Options
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FAQ

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