PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 PowerPoint Essentials Training - Online Instructor-led

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

In this 1-day, Microsoft Office 365 PowerPoint Essentials training course, participants will learn the basics of this new cloud-based, presentation web application that provides all of the traditional capabilities of PowerPoint, as well as the ability to share documents with ease. Team collaboration becomes simple, as more than one user can edit a presentation at the same time!

Presentations can be accessed anywhere, eliminating the need to bring a copy on presentation day. One of PD Training's specialised trainers will teach you or your employees the basics of working with this new web-based interface, with basic skills taught like creating presentations, editing slides and notes, printing handouts and much more. Exciting advanced features, such as broadcasting presentations via the web, will also be taught in this course.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

This hands-on training workshop is available now in the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Microsoft Office 365 PowerPoint cloud-based 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 specialised 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 your presentation is hosted.

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, organising 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

Lesson 4: Viewing Web App Presentations (II)

- Using the Pop Out

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

- 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 Organiser
- 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: 3158 3955

Email: enquiries@pdtraining.com.sg