

PowerPoint 365 Level 1 (Basic)

Course Length: 6hrs (1 Day)

Learn how to use PowerPoint 365 to make dynamic presentations and collaborate with some of the new and improved features and connectivity options available.

Learning Objectives:

In this course, you will create presentations using a variety of slide layouts and content, including the use of slide transitions and basic animation skills. You will:

- Create Title Slides
- Create Bulleted Lists
- Add Text and Other Objects to Slides
- Create Tables
- Work with SmartArt
- Add Animation Effects to Your Presentation
- Add Transitions to Your Slides
- Save and Print Your Presentation

Target Student:

This course is for individuals who are new to Microsoft PowerPoint 365 and who want to gain confidence navigating the interface, using slides, inserting graphics and text, and formatting their slides in order to present ideas clearly.

Course Outline:

Section 1: Getting Started

Getting Started with PowerPoint 365
Creating Presentations
Editing Presentations
Viewing a Presentation
Getting Help in PowerPoint 365

Section 2: Developing a PowerPoint Presentation

Building a Presentation
Editing Text and Objects
Formatting Text
Formatting Paragraphs

Section 3: Working with Images and Shapes

Inserting Graphics
Modifying Object
Formatting Objects
Adjusting Image Appearance

Section 4: Working with SmartArt

Creating SmartArt
Modifying SmartArt
Formatting SmartArt

Section 5: Working with Tables

Creating Tables
Editing Tables
Formatting Tables

Section 6: Finishing Your Presentation

PowerPoint 365 Level 1 (Basic)

Published on CompuEase (<https://www.compuease.ca>)

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

- [Download Course PDF](#) [1]
- [Print](#) [2]

There are currently no courses scheduled

[Need it sooner? Request a date](#) [3]

What You Get:

Training includes 1 course manual, a Certificate of completion, and a voucher for 30 days of After Training Support

Source URL: <https://www.compuease.ca/en/course/11563-powerpoint-365-level-1-basic>

Links:

[1] <https://www.compuease.ca/en/printpdf/11563>

[2] <https://www.compuease.ca/en/print/11563>

[3] <https://www.compuease.ca/en/need-it-sooner2?course=PowerPoint%20365%20Level%201%20%28Basic%29>