Office Productivity Training

Microsoft PowerPoint 365 Level 1 Fundamentals

This course is perfect for beginners and those refreshing their skills in PowerPoint 365. You'll learn to create and enhance visually appealing presentations using text, images, charts, and SmartArt. Gain confidence in delivering presentations with slide transitions, animations, and presenter tools. By the end, you'll be equipped to design and present professional slides effectively.

Learner Outcomes

By the end of this course, participants:

- Create and format slides
- Enhance presentations with images and graphics
- Develop data-driven slides
- Apply transitions and animations
- Use Presenter View and speaker notes
- Implement PowerPoint best practices
- Avoid common PowerPoint pitfalls

Course length: 4 hours

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PowerPoint Level 1-Fundamentals Course Outline

1. Creating and Formatting Slides
- Adding and editing text
- Formatting fonts, colors, and alignment
- Using bullet points and numbered lists effectively
- Working with placeholders and text boxes

2. Enhancing Presentations with Images and Graphics
- Inserting and formatting images
- Using icons and 3D models
- Creating SmartArt graphics
- Working with shapes and design elements

3. Developing Data-Driven Slides
- Creating and formatting tables
- Inserting and customizing charts
- Linking Excel data into PowerPoint

4. Applying Transitions and Animations
- Using slide transitions effectively
- Adding and customizing animations
- Controlling animation timing and sequence

5. Delivering a Professional Presentation
- Using Presenter View and speaker notes
- Setting up slide shows and rehearsing timings
- Printing and exporting presentations

6. PowerPoint Best Practices and Pro Tips
- Designing slides for maximum impact (contrast, fonts, spacing)
- Keeping slides clean and avoiding clutter
- Using slide masters and templates efficiently
- Leveraging AI-powered tools like Design Ideas
- Time-saving shortcuts and hidden features
- Avoiding common PowerPoint pitfalls