Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1)

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft PowerPoint Associate (Office 365 and Office 2019)
Related Exam:	MO-300

Course Overview

How do you grab and maintain an audience's focus when you're asked to present important information By being clear, organized, and engaging. And, that is exactly what Microsoft® PowerPoint® can help you do.Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.This course may be a useful component in your preparation for the Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300 certification exam.

About This Course

How do you grab and maintain an audience's focus when you're asked to present important information By being clear, organized, and engaging. And, that is exactly what Microsoft® PowerPoint® can help you do.Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.This course may be a useful component in your preparation for the Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300 certification exam.

Who Should Attend

This course is designed for students who wish to gain a foundational understanding of PowerPoint that is necessary to create and develop engaging multimedia presentations.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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.

Detailed Course Outline

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

□□ Certification Path

Microsoft PowerPoint Associate (Office 365 and Office 2019)

Exam: MO-300

Additional Course Details

Nexus Humans Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) course helps prepare you for the Microsoft PowerPoint Associate (Office 365 and Office 2019) certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MO-300 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1)?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 (v1.1) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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