

Microsoft PowerPoint 365 Level 1 Course Outline

Duration: 1 Day

Okay, let's talk about the exciting world of PowerPoint presentations! Are you tired of using the same boring slide templates and cheesy clip art? Well, have no fear, the PowerPoint 365 level 1 beginners training course is here! This fun and informative course will have you creating killer presentations in no time!

What You'll Learn

- Learn all the basics of PowerPoint 365, from creating your first slide to delivering a presentation.
- Add that something special to your presentation with animations and transitions.
- Learn about all the bells and whistles that PowerPoint 365 has to offer including inserting pictures, videos, and audio!

Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Introduction

Overview of Microsoft PowerPoint 365
Purpose of using PowerPoint
Benefits of using PowerPoint

Basic Interface and Navigation

Understanding the PowerPoint interface
Creating a new presentation
Navigating slides and sections
Customising the PowerPoint environment
Using the Quick Access Toolbar
Hiding and Showing the Ribbon

Creating a Presentation

- Adding new slides
- Working with slide layouts
- Using text and bullet points
- Adding images and media
- Using templates and themes

Formatting a Presentation

- Changing font and colour schemes
- Adjusting slide background
- Aligning and arranging elements
- Adding and customising shapes
- Using slide transitions and animations

Enhancing Presentation Content

- Adding tables and charts
- Using multimedia elements
- Working with hyperlinks and action buttons

Delivering a Presentation

- Previewing and practicing the presentation
- Setting up slideshow options
- Delivering a live presentation
- Exporting and sharing presentations

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.