Microsoft Teams and PowerPoint 365 Level 1 Course Outline

Duration: 1 Day

This Teams & PowerPoint 365 training course combines the best of Microsoft Teams and PowerPoint, equipping you with the skills to create polished presentations and deliver them professionally via Teams. From managing messages and meetings in Teams to creating visually impactful slides in PowerPoint, you'll learn how to seamlessly integrate these tools for effective communication and collaboration.

What You'll Learn

- Use Microsoft Teams to manage messages, meetings, and apps
- Deliver engaging PowerPoint presentations via Teams with advanced features like annotations and Presenter View
- Create professional PowerPoint slides with text, graphics, tables, and charts
- Collaborate effectively by integrating Teams and PowerPoint tools
- Confidently navigate both Teams and PowerPoint to enhance productivity

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

Teams Basics

Sending a message
The etiquette of conversations
Adding pictures and hyperlinks to messages
Using emojis and memes
Creating a poll
Getting attention in Teams
Sending to multiple channels

Managing Teams

Adding or removing members of a team
Changing member permissions
Changing team settings
Creating a channel

Working with Teams Apps

Sharing a file
Version history
Adding a tab to a channel
Finding more apps for your team

Teams Meetings

Scheduling a meeting
Creating a Teams online meeting link
Adding a virtual background
Sharing the screen
Recording a meeting
Transcribing a meeting

Microsoft Office 365 PowerPoint

Getting Started with Microsoft PowerPoint
Opening an existing presentation
Exploring PowerPoint's views
Creating a blank presentation
Creating a presentation using templates
Using themes
Inserting sections
Exploring PowerPoint's settings and help

Inserting and Modifying Text

Creating headers and footers
Entering text onto slides
Using the Notes pane
Importing text from Microsoft Word
Using bulleted lists
Setting paragraph alignment
Adding columns

Working with Graphics

Inserting images
Adding and formatting shapes, icons, and 3D images
Adjusting graphics
Manipulating objects
Inserting WordArt

Tables and Charts

Inserting tables
Applying styles to a table
Formatting a table
Inserting a chart
Inserting an organisation chart

Presentation Output

Previewing a presentation
Slide setup
Printing slides
Printing speaker notes and handouts

Teams and PowerPoint

Using Presenter View
Enlarging the screen for your audience
Annotating on the screen
Using Whiteboard
Changing the presenter mode
PowerPoint Live

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.