



Microsoft PowerPoint



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Online Course

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Microsoft PowerPoint

Course Modules

1. Manage presentations

Modify slide, handout, and note masters

- change the slide master theme or background
- modify slide master content
- create slide layouts
- modify slide layouts
- modify the handout master
- modify the notes master



Change presentation options and views

- change slide size
- display presentations in different views
- set basic file properties

Configure print settings for presentations

- print all or part of a presentation
- print notes pages
- print handouts
- print in color, grayscale, or black and white

Configure and present slide shows

- create custom slide shows
- configure slide show options
- rehearse slide show timing
- set up slide show recording options
- present slide shows by using Presenter View



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Prepare presentations for collaboration

- mark presentations as final
- protect presentations by using passwords
- inspect presentations for issues
- add and manage comments
- preserve presentation content
- export presentations to other formats



2. Manage slides

Insert slides

- import Word document outlines
- insert slides from another presentation
- insert slides and select slide layouts
- insert Summary Zoom slides
- duplicate slides



Modify slides

- hide and unhide slides
- modify individual slide backgrounds
- insert slide headers, footers, and page numbers

Order and group slides

- create sections
- modify slide order
- rename sections



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3. Insert and format text, shapes, and images

Format text

- apply formatting and styles to text
- format text in multiple columns
- create bulleted and numbered lists



Insert links

- insert hyperlinks
- insert Section Zoom links and Slide Zoom links

Insert and format images

- resize and crop images
- apply built-in styles and effects to images
- insert screenshots and screen clippings

Insert and format graphic elements

- insert and change shapes
- draw by using digital ink
- add text to shapes and text boxes
- resize shapes and text boxes
- format shapes and text boxes



Order and group objects on slides

- order shapes, images, and text boxes
- align shapes, images, and text boxes
- group shapes and images
- display alignment tools

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4. Insert tables, charts, smartArt, etc.,

Insert and format tables

- Create and insert tables
- Insert and delete table rows and columns
- Apply built-in table styles



Insert and modify charts

- Create and insert charts
- Modify charts

Insert and format SmartArt graphics

- Insert SmartArt graphics
- Convert lists to SmartArt graphics
- Add and modify SmartArt graphic content

Insert and modify 3D models

- Insert 3D models
- Modify 3D models

Insert and manage media

- Insert audio and video clips
- Create and insert screen recordings
- Configure media playback options



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5. Apply transitions and animations

Apply and configure slide transitions

- Apply basic and 3D slide transitions
- Configure transition effects



Animate slide content

- Animate text and graphic elements
- Animate 3D models
- Configure animation effects
- Configure animation paths
- Reorder animations on a slide

Set timing for transitions

- Set transition effect duration
- Configure transition start and finish options

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The efficiency of online learning in terms of time management, flexibility, and the ability to access resources anytime, anywhere can be compelling.



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