Microsoft PowerPoint 365, Part 2 of 4: PowerPoint Basics

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with PowerPoint is assumed.

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Course description: In this course, Productivity experts Leeanne McManus and Kari Hoien give a closer look at the fundamentals of using PowerPoint, including utilizing and navigating different views such as slide-sorter view. They will discuss formatting typical objects and reveal how formatting options may be different from other programs you may be used to using. Finally, They will show you different ways to move and manipulate some of the information in your presentation to get the most out of PowerPoint.

Course outline:

Starting with Slides
- Introduction
- Starting with Slides
- Modify Layout
- Sections
- Demo: Add Slides
- Demo: Slide Layout
- Demo: Sections
- Summary

Exploring the Presentation
- Introduction
- Exploring the Presentation
- Status Bar
- Changing Views
- Zoom
- Demo: Status Bar
- Demo: Changing Views
- Demo: Multiple Authors
- Summary

Select, Edit, and Modify
- Introduction
- Select, Edit, and Modify
- Mini Toolbar Formatting
- Quick Click for Fast Modifying
- Quick Preview
- Demo: Select, Edit, and Modify
- Summary

Working with PowerPoint
- Introduction
- Working with PowerPoint
- Demo: Slides and Layout
- Demo: Objects
- Working with Hyperlinks
- Demo: Working with Hyperlinks
- Output and Presentation Features
- Summary

Interface and Smart Lookup
- Introduction
- Additions to the Interface
- Demo: Tell Me
- Smart Lookup
- Demo: Smart Lookup
- Summary

Sharing and Activity Icon
- Introduction
- Stree-free Sharing
- Demo: Sharing
- Demo: Sharing Link
- Activity Icon
- Demo: Activity Icon
- Collaborative Editing
- Demo: Collaborative Editing
- Summary

Font Group
- Introduction
- Formatting - Font Group
- Demo: Font Group
- Demo: Font Options
- Summary

Paragraph Group
- Introduction
- Formatting - Paragraph Group
- Demo: Paragraph Group
- Demo: Formatting Lists
- Demo: SmartArt
- Demo: Other Paragraph Options
- Working with Hyperlinks
- Demo: Hyperlinks
- Summary

Drawing Group
- Introduction
- Formatting - Drawing Group
- Demo: Drawing Group
- Drawing, Image, and Shape Tools
- Demo: Draw Tools
- Demo: Convert Drawings
- Summary

Using Clipboard Functions
- Introduction
- Clipboard Group
- Demo: Clipboard Options
- Demo: Clipboard Formatting
- Demo: Clipboard Group
- Summary

Drag and Drop Content
- Introduction
- Demo: Drag and Drop Content
- Demo: Drag and Drop
- Demo: Rearrange Objects
- Summary