Microsoft PowerPoint 365, Part 4 of 4: Presentations

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: This course examines different ways to modify the look and feel of your presentation, as well as how to finalize and prepare your presentation. It will demonstrate the presenter-facing notes feature, selectively replacing words and other features that utilize the proofing tool, and how to best use transitions. Finally, Leeanne and Kari will discuss printing your presentation and converting it for use with other programs.

Course outline:

Modify Presentations
- Introduction
- Changing Designs and Variants
- Demo: Designs
- Demo: Variants
- Demo: Format Background
- Summary

Presenter Notes and View
- Introduction
- Presenter Notes
- Presenter View
- Demo: Presenter Notes
- Demo: Presenter View
- Demo: Presenter View Cont.
- Summary

Proofing Tools
- Introduction
- Proofing Tools
- Comments
- Demo: Profiling Tools
- Demo: Comments
- Summary

Find and Replace
- Introduction
- Find and Replace
- Demo: Find and Replace
- Summary

Apply Transition
- Introduction
- Transitions
- Demo: Add Transitions
- Demo: Preview Transitions
- Summary

Running a Slide Show
- Introduction
- Start Slide Show
- Demo: Slide Show
- Summary

Print Your Presentation
- Introduction
- Printing Your Presentation
- Demo: Printing
- Summary

Create Handouts
- Introduction
- Creating Handouts
- Export Handouts
- Demo: Create Handouts
- Demo: Export to Word
- Summary