



**First Call**  
Stress free IT

## PowerPoint for Microsoft 365 Course Profile

### Recap the fundamentals

½ day

This course is suitable for delegates who are new to PowerPoint or are self-taught and wish to ensure the foundation of their PowerPoint knowledge is accurate and proficient. You must have a basic understanding of the use of your PC and operating system, including keyboard and mouse familiarity.

### Objectives

The aim of the course is to provide delegates with the skills to create a basic presentation and display this presentation via a slide show.

### Course Outline

- Opening PowerPoint
- PowerPoint application window
- Creating a presentation
- Creating a slide
- Inserting, moving, duplicating and deleting slides
- Slide Sorter view
- Changing the slide layout
- Entering and editing text
- Formatting text
- Running a spell check and using the Thesaurus
- Cut, Copy and Paste
- Saving a presentation
- Creating and editing a bulleted list
- Inserting a text box
- Creating and manipulating objects and shapes
- Inserting pictures and screenshots
- Printing a presentation
- Running a slide show

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

### Equipment required

Delegates – 1 PC each with PowerPoint for Microsoft 365 loaded and connected to a printer; pen and paper

Trainer – projector/screen to connect to laptop, whiteboard or flip chart

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## PowerPoint for Microsoft 365 Course Profile

### Further use of PowerPoint

½ day

### Objectives

The aim of the course is to provide delegates with the skills to further enhance the look and style of a presentation, to use techniques that ensure consistency and will save time when creating a presentation, and to use features that will aid the presenter.

### Prerequisites

Delegates must have previously attended the "Recap the Fundamentals" PowerPoint for Microsoft 365 course or gained similar knowledge in the workplace and be confident creating and manipulating slides, entering and editing text, objects and graphics and running a slide show.

### Course Outline

- Revision from the "Recap the Fundamentals" course
- Working with Slide Masters
- Using Background Styles
- Using Themes
- Using Headers and Footers
- Outline view
- Inserting a Chart
- Inserting a table
- Using Animation and Transitions
- Setting up a slide show
- Rehearsing slide show timings
- Adding speaker notes
- Using Presenter view
- Creating handouts

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

### Equipment required

Delegates – 1 PC each with PowerPoint for Microsoft 365 loaded and connected to a printer; pen and paper

Trainer – projector/screen to connect to laptop, whiteboard or flip chart

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# PowerPoint for Microsoft 365

## Course Profile

### Advanced PowerPoint

½ day

#### Objectives

The aim of the course is to provide delegates with the skills to create a video or self-running presentation and will cover features that assist colleagues when collaborating on a project/presentation.

#### Prerequisites

Delegates must have previously attended the "Further use of PowerPoint" for Microsoft 365 course or gained similar knowledge in the workplace and be confident

#### Course Outline

- Revision from the "Further use of PowerPoint" course
- Inserting music & video
- Recording and using Audio
- Creating a screen recording
- Creating a video
- Using Subtitles
- Using SmartArt
- Using WordArt
- Further use of Animations
- Using Action buttons
- Creating a Photo Album
- Creating a Summary Zoom slide
- Using Comments
- Using Compare

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

#### Equipment required

Delegates – 1 PC each with PowerPoint for Microsoft 365 loaded and connected to a printer; pen and paper

Trainer – projector/screen to connect to laptop, whiteboard or flip chart

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