Course syllabus - Work Smarter with PowerPoint

In this course, you'll discover the core features of Microsoft PowerPoint and become familiar with a selection of its more advanced features.

After completing this course you'll be familiar with how to complete a range of introductory and complex tasks using the presentation application.

Module One

In Module One you'll get started with Microsoft PowerPoint by learning how to navigate the PowerPoint environment, creating and saving a PowerPoint presentation, using help, and selecting a presentation type. During the module, you will build a presentation and edit text.

Module Two

In Module Two you'll begin formatting with Microsoft PowerPoint. You'll edit and format characters, paragraphs, objects, and text boxes. You'll add graphics and SmartArt to a presentation and apply animation and grouping to objects.

Module Three

In Module Three, you'll enhance the appearance of a presentation using tables, charts, audio, and video. You'll also use animations and transitions.

Module Four

Module Four focuses on the delivery of a presentation. Here you'll review a presentation, apply slide transitions, print, and deliver a presentation. You'll add comments, create, and manage sections, annotate, and set up a slide show. Finally, you'll use hyperlinks and action buttons and record a presentation.

Module Five

In Module Five, you'll have the opportunity to complete an optional honors assignment for special recognition. You are not required to complete this assignment to get a Course Certificate but if you complete all honors assignments in the course, your Course Certificate will include a special Honor's Recognition.

In this course, you will learn the necessary skills and techniques to produce high-quality, professional, and relevant presentations. This optional assignment will give you a chance to apply those skills in a practical way to create a presentation that might be of use in your professional life.

Throughout all these modules, you'll encounter several case studies showing the real-world applications of Microsoft PowerPoint.

Best of luck on your journey through Microsoft PowerPoint!

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