



POWERPOINT 365 ESSENTIALS

Course Outline

BRIEF COURSE DESCRIPTION

Learn essential skills in Microsoft PowerPoint 365, including creating, formatting, and customizing presentations. Ideal for beginners seeking a solid foundation in PowerPoint.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows OS.
- Recommended: Microsoft 365 Introduction.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Navigate and utilize the PowerPoint environment.
- Create and modify presentations and slide content.
- Work with slide masters, layouts, shapes, images, charts, and tables.
- Apply slide transitions, additional text options, and print presentations.

REQUIRED COURSE MATERIALS

Computer with Windows operating system, Microsoft 365, and internet connection

COURSE DURATION

12 hours

HOMEWORK DURATION

7 hours of homework, not required to complete the course, but advisable to improve their understanding of the material.

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led lectures and hands-on projects combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.