PowerPoint

IT Department

MICROSOFT POWERPOINT

✏ Course Management
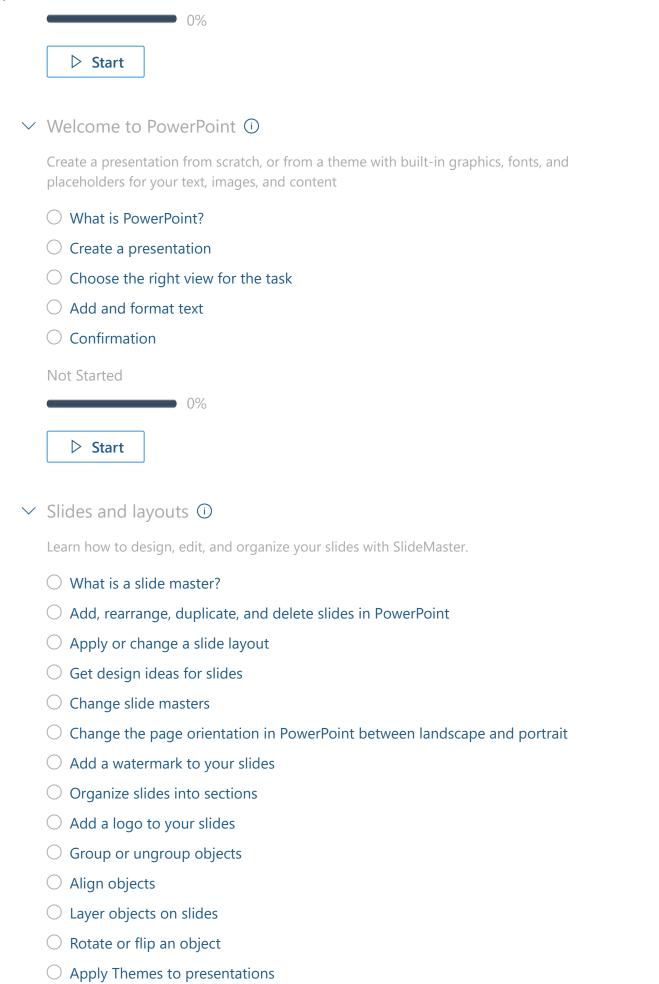
Course Description
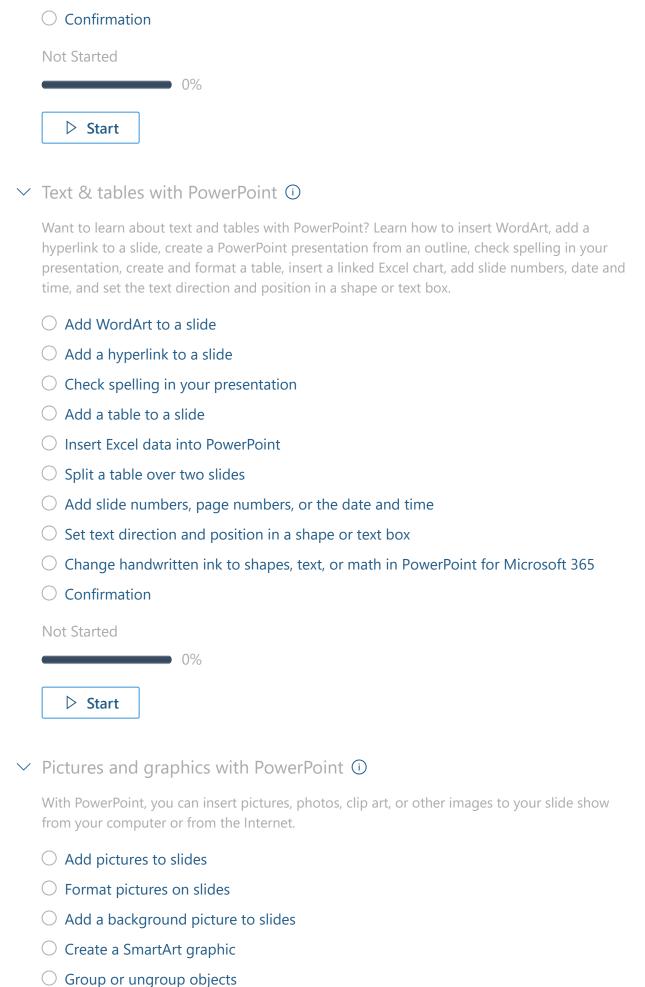
PowerPoint

Content

PowerPoint Quick Start ⓘ

Create presentations with PowerPoint

- ○ Create a presentation
- ○ Save
- ○ Design
- ○ Share and collaborate
- ○ Give a presentation in PowerPoint
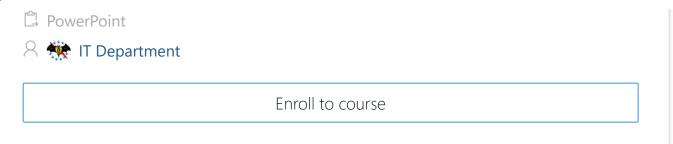- ○ Set up your mobile apps
- ○ Confirmation

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▷ **Start**

⌄ Welcome to PowerPoint ⓘ

Create a presentation from scratch, or from a theme with built-in graphics, fonts, and placeholders for your text, images, and content

○ What is PowerPoint?

○ Create a presentation

○ Choose the right view for the task

○ Add and format text

○ Confirmation

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⌄ Slides and layouts ⓘ

Learn how to design, edit, and organize your slides with SlideMaster.

○ What is a slide master?

○ Add, rearrange, duplicate, and delete slides in PowerPoint

○ Apply or change a slide layout

○ Get design ideas for slides

○ Change slide masters

○ Change the page orientation in PowerPoint between landscape and portrait

○ Add a watermark to your slides

○ Organize slides into sections

○ Add a logo to your slides

○ Group or ungroup objects

○ Align objects

○ Layer objects on slides

○ Rotate or flip an object

○ Apply Themes to presentations

○ Confirmation

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⌄ Text & tables with PowerPoint ⓘ

Want to learn about text and tables with PowerPoint? Learn how to insert WordArt, add a
hyperlink to a slide, create a PowerPoint presentation from an outline, check spelling in your
presentation, create and format a table, insert a linked Excel chart, add slide numbers, date and
time, and set the text direction and position in a shape or text box.

○ Add WordArt to a slide

○ Add a hyperlink to a slide

○ Check spelling in your presentation

○ Add a table to a slide

○ Insert Excel data into PowerPoint

○ Split a table over two slides

○ Add slide numbers, page numbers, or the date and time

○ Set text direction and position in a shape or text box

○ Change handwritten ink to shapes, text, or math in PowerPoint for Microsoft 365

○ Confirmation

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⌄ Pictures and graphics with PowerPoint ⓘ

With PowerPoint, you can insert pictures, photos, clip art, or other images to your slide show
from your computer or from the Internet.

○ Add pictures to slides

○ Format pictures on slides

○ Add a background picture to slides

○ Create a SmartArt graphic

○ Group or ungroup objects

○ Align and arrange objects

○ Layer objects on slides

○ Rotate or flip objects

○ Add and change picture effects

○ Add a logo to your slides

○ Insert icons

○ Use charts and graphs in your presentation

○ Confirmation

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∨ Present slideshows ⓘ

Learn how to present slideshows, add speaker notes, record and print a slideshow, and create a self-running presentation.

○ Start the presentation and see your notes in Presenter view

○ Add speaker notes

○ Practice and time your presentations

○ Print presentations

○ Create a self-running presentation

○ Record a presentation

○ Confirmation

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∨ Animation, video & audio ⓘ

Learn how to add, change, or remove transitions between slides, Animate texts or objects, insert or link to a video and add or delete audio

○ Add animations to slides

○ Add transitions between slides

○ Add, format, and record video

○ Add or delete audio in your PowerPoint presentation

○ Morph your slides

○ Insert a video from YouTube or another site

○ Record your screen in PowerPoint

○ Confirmation

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∨ Share and co-author with PowerPoint ⓘ

Share and co-author a presentation, use comments, inspect a presentation, and save the PowerPoint presentation as a PDF

○ Add, reply to, or delete comments

○ Share a presentation

○ Save presentations as videos

○ Remove personal information

○ Save PowerPoint presentations as PDF files

○ Confirmation

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