

## MICROSOFT POWERPOINT FOR OFFICE 365 – PART 1

### COURSE SPECIFICATIONS

Course Code:	MS-PWP-P1
Course No:	ELK91-147_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-300

### COURSE DESCRIPTION

How do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And that is exactly what Microsoft PowerPoint can help you do.

Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

**NOTE:** Most Office 365 users perform most of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel Online and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

### TARGET AUDIENCE

This course is intended for those with a basic understanding of Microsoft Windows and who wish to gain a foundational understanding of PowerPoint that is necessary to create and develop engaging multimedia presentations.

### PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

### SOFTWARE REQUIREMENTS

#### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

#### For virtual online training:

- A Microsoft Team account.

**NOTE:** You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.

## COURSE OBJECTIVES

In this course, you will create and deliver an engaging PowerPoint presentation. You will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform text formatting.
- Add and arrange graphical elements.
- Modify graphical elements.
- Prepare to deliver your presentation.

## LEARNING OUTLINE

1. Getting Started with PowerPoint
  - a. Navigate the PowerPoint Environment
  - b. View and Navigate a Presentation
  - c. Create and Save a Basic Presentation
  - d. Navigate in PowerPoint for the Web
  - e. Use PowerPoint Help
2. Developing a PowerPoint Presentation
  - a. Create Presentations
  - b. Edit Text
  - c. Work with Slides
  - d. Design a Presentation
3. Formatting Text
  - a. Format Characters
  - b. Format Paragraphs
4. Adding and Arranging Graphical Elements
  - a. Insert Images
  - b. Insert Shapes
  - c. Create SmartArt
  - d. Insert Icons and 3D Models.
  - e. Size, Group, and Arrange Objects
5. Modifying Graphical Elements
  - a. Format Images
  - b. Format Shapes
  - c. Customize SmartArt
  - d. Format Icons
  - e. Format 3D Models
  - f. Animate Objects
6. Preparing to Deliver Your Presentation
  - a. Review Your Presentation
  - b. Apply Transitions
  - c. Print or Export a Presentation
  - d. Deliver Your Presentation

## ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a OneTrust Training Solutions certificate that indicates *Attendance* will be provided.

## MERSETA TRAINING PROVIDER

OneTrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *OneTrust Training Solutions* certificate for the relevant courses.

## MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **2-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300** certification exam.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

## CONTACT DETAILS

Further enquiries may be directed to:

### **ONETRUST TRAINING SOLUTIONS (PTY) LTD**

Vanderbijlpark | South Africa

**Tel:** +27 16 982 1651

**Cell:** +27 83 565 0915

**Email:** [admin@otts.co.za](mailto:admin@otts.co.za)

