

# Microsoft® Office PowerPoint® 2021-2024: Part 1

**Duration:** 1 Day

## 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® Office PowerPoint® 2021 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 2021, 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.

This material will benefit users of any current Office version. The classroom environment setup is based on Office 2021.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

## Target Audience:

This course is designed for students who wish to gain a foundational understanding of PowerPoint 2021 that is necessary to create and develop engaging multimedia presentations.

## Prerequisites:

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 access websites using a web browser. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 10 (Second Edition)

## 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.

## Course Outlines:

### Lesson 1: Getting Started with PowerPoint 2021

- Topic A: Navigate the PowerPoint Environment
- Topic B: View and Navigate a Presentation
- Topic C: Create and Save a Basic Presentation
- Topic D: Use PowerPoint Help

### Lesson 2: Developing a PowerPoint Presentation

- Topic A: Create Presentations
- Topic B: Edit Text
- Topic C: Work with Slides
- Topic D: Design a Presentation

### Lesson 3: Formatting Text

- Topic A: Format Characters
- Topic B: Format Paragraphs

### Lesson 4: Adding and Arranging Graphical Elements

- Topic A: Insert Images
- Topic B: Insert Shapes
- Topic C: Create SmartArt
- Topic D: Insert Stock Media, Icons, and 3D Models
- Topic E: Size, Group, and Arrange Objects

### Lesson 5: Modifying Graphical Elements

- Topic A: Format Images
- Topic B: Format Shapes
- Topic C: Customize SmartArt
- Topic D: Format Icons
- Topic E: Format 3D Models
- Topic F: Animate Objects

### Lesson 6: Preparing to Deliver Your Presentation

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print or Export a Presentation
- Topic D: Deliver Your Presentation

Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

Appendix B: Microsoft® PowerPoint® Common Keyboard Shortcuts

Appendix C: Guidelines for Presentation Design

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