

# PowerPoint Introduction 365 Course Outline

Day 1	Day 2
<p>Module 1 – Explore the PowerPoint Environment</p> <ul style="list-style-type: none"><li>• Using the Start screen</li><li>• Slides and layouts</li><li>• Ribbon Interface</li><li>• Quick Access Toolbar</li></ul>	<p>Module 4 – Adding Graphics</p> <ul style="list-style-type: none"><li>• Insert pictures</li><li>• Add SmartArt</li><li>• Work with shapes</li></ul>
<p>Module 2 – Create Presentations</p> <ul style="list-style-type: none"><li>• From scratch</li><li>• From a template</li><li>• Using keyboard shortcuts</li></ul>	<p>Module 5 – Use Tables in your Presentation</p> <ul style="list-style-type: none"><li>• Create tables</li><li>• Modify tables</li><li>• Insert tables from Excel</li></ul>
<p>Module 3 – Formatting Presentations</p> <ul style="list-style-type: none"><li>• Formatting characters</li><li>• Formatting paragraphs</li><li>• Format text boxes</li></ul>	<p>Module 6 – Add charts to your Presentation</p> <ul style="list-style-type: none"><li>• Create charts from PowerPoint</li><li>• Insert charts from Excel</li></ul>
<p>Appendix A- Prepare your presentations for delivery</p> <ul style="list-style-type: none"><li>• Set up timings</li><li>• Set up the show</li></ul>	<p>Appendix B – Slide Masters</p> <ul style="list-style-type: none"><li>• View slide masters</li><li>• Modify slide masters</li></ul>