goskills

Microsoft PowerPoint 365

GoSkills online course syllabus

Thursday, April 25, 2024

Skill level
Beginner

Lessons
51

Accredited by
CPD

Pre-requisites
None

Versions supported
2019, 2021, 365

Video duration
5h 30m

Estimated study time
21h for all materials

Instructor
Deborah Ashby

Course Introduction

1 Hello and Welcome to PowerPoint!

In this lesson, we will be introduced to the instructor who will share the course outline, communicate the scope, any assumptions/pre-requisites and give a high-level overview of what to expect.

Modern Slide Layouts

2 The Golden Rules of Good Slide Design

In this lesson, we will discuss modern slide layouts and show examples of engaging, slick presentations. We will run-through presentation tips, things to consider when designing slide-decks and also things to avoid. This lesson will contain lots of examples of good and bad presentations.

3 Resources and Inspiration

In this lesson, we'll look at a number of free resources for high-quality images, icons and videos for use in presentations. We'll also discuss where to go for inspiration when it comes to slide layouts, use of color, iconography, and images.

Essential PowerPoint Skills

4 Launching PowerPoint and the Start Screen

We'll examine the different ways to launch PowerPoint and run through the functionality available on the Start Screen.

5 Get To Know the PowerPoint Interface

Get familiar with the different areas that make up the PowerPoint Interface. This includes the ribbon structure, groups, commands, dialog launchers, scroll bars and the status bar. This lesson is also designed to familiarize you with important PowerPoint terminology.

6 The Quick Access Toolbar (QAT)

We introduce the Quick Access Toolbar which allows users to execute frequently used commands with one-click. We also learn how to add commands to the Quick Access Toolbar using two different methods.

7 Contextual Menus and Ribbons

We will learn about the mini-toolbar for quick formatting and explore the options available in the right-click contextual menus. We'll also cover the concept of contextual ribbons that only appear when needed.

8 Accessing Help and Search Features

In this lesson, we will learn how to access help on demand whilst working in PowerPoint using the F1 key and the search bar. We will also learn how to turn the Help ribbon on through PowerPoint options to access training, community forums and blogs.

9 Creating and Saving a New Presentation

Let's create our first new presentation using a blank template. We'll learn how to save presentations locally and to the cloud, and understand how this determines how the presentation is saved going forward.

10 Diving In to PowerPoint Templates

Let's explore the pre-designed templates available in PowerPoint. We will learn how to search for templates, browse categories, pin favourites, load them, make changes and save them for reuse.

11 Working with Slide Layouts

In this lesson, we will learn all about the different slide layouts available in PowerPoint. We'll learn how to create new slides and apply different layouts to each, paying attention to text placeholders and content icons.

Let's Get Started - Slide Workshop!

12 "Title Slide" - Start with a Bang! - Part 1

We will create an eye-catching title slide using the title slide layout. Then, we'll create a title slide manually from a blank slide using text boxes and basic shapes.

13 "Title Slide" - Start with a Bang! - Part 2

14 Selecting and Aligning Objects on a Slide

In this important lesson, we will learn how to select objects and use alignment tools, distribution tools, grouping, gridlines and guides to position multiple objects on the slide. A must for a professional looking presentation!

15 "About Us" - Using Images, Icons and Text - Part 1

We will create an 'About Us' slide and learn how to insert pictures, icons and text. We will also learn the basics of moving and resizing objects and some simple but effective formatting techniques.

16 "About Us" - Inserting Images, Icons and Text - Part 2

17 "Divider Slide" - Shapes, Fills and Format Shapes - Part 1

We will create a divider slide to separate different topics in a presentation. We will also learn how to download, save and use high-quality large images as the slide background and use the merge and union facility to merge a picture across multiple shapes.

18 "Divider Slide" - Working with shapes, merge and union and icons - Part 2

We will finish creating a divider slide to separate different topics in a presentation. We will also learn how to add quote text, a slide number and apply font formatting properties.

19 Managing Slides

A simple lesson where we will learn how to duplicate and modify slides, replace images and change the z-order of objects on a slide. We will also learn how to re-organize and arrange slides using the thumbnail view and slide sorter view.

20 Dividing up a Presentation with Sections

We will learn how to divide up a presentation into manageable chunks to assist with editing, navigation and organization.

21 "Meet the Team" - Crop and Fill

An introduction to a very useful pairing - crop and fill. We will create a 'Meet the Team' slide and fill shapes with pictures that fit perfectly without distortion.

22 "Our Services" - Shapes, Pictures and Animation - Part 1

In this lesson, we will start to build an 'Our Services' slide. In part 2 of this lesson, we will build the background using shapes, images and crop and fill, and then apply animation to this slide.

23 "Our Services" - Animated Bullets - Part 2

In part 2 of this lesson, we will learn how to add bulleted lists and apply animation.

24 Slide Transitions

Transitions explained! We will learn the importance of smooth transitions between slides, how to apply transitions to one or more slides, the different types of transition and how to manage and remove transitions.

25 "Our History" - Creating a Timeline - Part 1

We will learn about a number of techniques to create an engaging timeline slide using SmartArt, fill colors and the eyedropper utility.

26 "Our History" - Creating a timeline - Part 2

We will finish creating an engaging timeline using shapes, shape effects, icons and formatted text.

27 "Our Process" - Creating a Process Flow Chart - Part 1

We will create a cross-functional process flowchart using flowchart shapes. This includes: inserting and formatting tables, connecting shapes with lines and connectors, resizing objects and adding text.

28 "Our Process" - Creating a process flow chart - Part 2

We will create a cross-functional process flowchart using flowchart shapes. This includes, formatting shapes with shape effects, connecting shapes with lines and connectors, resizing objects and adding text.

29 "Our Products" - More Shapes, Pictures, and Text - Part 1

In part 1 of this lesson, we will build an 'Our Products' home page using shapes, pictures, text and formatting options.

30 "Our Products" - Working with Hyperlinks - Part 2

In part 2 of this lesson, we will build 4 more slides and learn how to hyperlink to them from the home page.

31 "Company Statistics" - Creating Graphs and Charts

We will learn how to create a column, sunburst and map chart to tell the story of their data visually. Create charts on-the-fly or use data already stored in an Excel worksheet.

32 Formatting Charts and Graphs - Part 1

We explore the extensive formatting options available on the Chart Options contextual ribbon. Change the color scheme, switch the data around, add data labels, axis labels, chart titles and a legend.

33 Formatting Charts and Graphs - Part 2

Explore the extensive formatting options available on the Chart Options contextual ribbon. Change the color scheme, switch the data around, add data labels, axis labels, chart titles and a legend.

34 "Contact Us" - Rotating Shapes - Part 1

In Part 1 of this lesson, we will begin to put together a Contact Us slide. We will use shapes and learn how to rotate shapes but keep the image horizontal.

35 "Contact Us" - Hyperlinks - Part 2

In Part 2 of this lesson, we will complete the 'Contact Us' slide. We will insert social media icons, contact information and hyperlinks to emails and external websites.

36 "Closing Slide" - Using Video in Slides

We will see where to go for free motion videos to use in presentations. Create a closing slide using a motion background, shapes, transparencies and use the contextual ribbon to control playback.

37 Adding Animation Effects - Part 1

In part 1 of this lesson, we will get the opportunity to reorganize slides, add new sections and then apply animation effects to slides 1 and 2.

38 Adding Animation Effects - Part 2

In part 2 of this lesson, we will continue to apply different entrance, emphasis and animation effects as well as modify the effect options.

Working with Touch

39 Draw with Touch

This lesson is aimed at touch device users. We will learn how to switch between mouse and touch mode and start to explore the commands available on the Draw ribbon to annotate presentations.

40 Ink to Text, Shape and Math

We will learn how to turn handwritten notes, shapes and mathematical equations into typed text.

Preparing a Presentation for Delivery

41 Checking Spelling and Grammar

We will learn how to customize our proofing tools in PowerPoint Options and then run a spelling and grammar check prior to sharing the presentation with others.

42 Adding Comments and Notes

We will learn how to add comments to a PowerPoint presentation and how to delete, respond to and manage comments in a presentation that has been sent to them. We will also learn how to add speaker notes to slides and view the notes whilst presenting.

43 Slide Show Settings

We will tour the different options available to setup a slide show. This includes learning about how to make a presentation run automatically by rehearsing timings.

44 Rehearse Timings and Custom Slide Shows

We will look at how to create a slide show using timings and a custom slide show.

Delivering a Presentation

45 Presenter Tools and Features

In this lesson, we will run a slide show and explore the in-presentation features such as blacking out the screen, using annotations, turning on subtitles and switching pointer options.

The Info Tab

46 Adding and Removing Document Properties

We will look at how to add document properties (metadata) to assist with searching for presentations. We will also see how to remove all metadata from a presentation prior to sending the document to external clients/customers.

47 Protecting a Presentation

We will look at how to protect a presentation from editing or limit who can access a presentation by setting read-only access, encrypting with a password and marking as final.

Printing, Exporting and Sharing

48 Exporting a Presentation to Other File Formats

We will learn how to export a presentation to another file format such as a PDF, video, animated gif, and more.

49 Printing a Presentation

We explore the different Print Options available: how to select a printer, print to PDF, set printer properties and define what you want to print and the layout.

50 Sharing a Presentation

In this final lesson, we will learn how to share a copy or a link to a presentation with others and control if colleagues can edit or simply view it.

Course Close

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Thank You and Goodbye!

The instructor will close out the course by saying goodbye, recapping some of the skills learnt to remind student of how far they've come.

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