go skills

Introduction to PowerPoint

GoSkills online course syllabus

Saturday, July 26, 2025

Skill level	**Lessons**	**Accredited by**
Beginner	20	CPD
Pre-requisites	**Versions supported**	**Video duration**
None	Microsoft 365	2h 09m
Estimated study time	**Instructor**	
8h for all materials	Deborah Ashby	

Essential PowerPoint Skills

1   **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.

2   **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.

3   **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.

4   **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.

5   **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.

6   **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.

Slide Workshop

7   **"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.

Delivering a Presentation

19 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.

20 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.

Go to GoSkills.com