PowerPoint 365 Level 1 : PowerPoint 365 Level 1

How do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. 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 365, 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 365 to begin creating engaging, dynamic multimedia presentations.

Course Outcomes

Upon successful completion of this course, you will be able to:

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.