Microsoft Office PowerPoint 2024: Part 1

Course Specifications

Course Number:

091169

Course Length:

1 day

Course Description

Overview:

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 2024 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 2024, 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 course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2024): Exam MO-300.

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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.

Target Student:

This course is designed for students who wish to gain a foundational understanding of PowerPoint 2024 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 courses:
- *Using Microsoft Windows 10 (Second Edition)*

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:
- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- Projection system to display the instructor's computer screen.

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Software:
- Microsoft Windows 10 Professional or Enterprise
- Microsoft Office 2024
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Getting Started with PowerPoint 2024

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

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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 2024): Exam MO-300

Appendix B: Microsoft PowerPoint Common Keyboard Shortcuts

Appendix C: Guidelines for Presentation Design