

PowerPoint 365 Essentials

Course Summary

Description

While the Office 365 Web Apps are available to anyone who has either a Windows Skydrive account or a SharePoint site, in this course, we will assume that your organization is using the SharePoint site. In this module, we'll introduce the web apps by discussing the Home Page, the Team Site, and the Shared Documents list. We'll also explain how to upload one of your existing PowerPoint presentations to the site.

With Office 365 PowerPoint, you (or any of your viewers) can access your presentations anywhere. You can even make a few basic changes right on the same website where your presentation is located.

Objectives

At the end of this course, students will be able to:

- Open and close PowerPoint
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Upload a presentation to the Shared Documents library
- Understand the PowerPoint 365 browser interface
- Open a presentation in Reading View or Editing View
- Page through presentations
- Review Slide Notes
- Open the pop out
- View the Outline View
- Open a selected presentation in the PowerPoint 2010 desktop application
- Understand about saving presentations
- Understand the PowerPoint web app interface
- Use content placeholders
- Insert and work with pictures
- Understand Broadcasting presentations over the web
- Prepare your presentations for broadcast
- Broadcast your presentation
- View a broadcast presentation

Topics

- Getting Started
- Welcome to Office 365 Web Apps
- Viewing Web App Presentations (I)
- Viewing Web App Presentations (II)
- Working with Slides
- Editing in the Browser
- Formatting Text
- Formatting Paragraphs
- The Insert Tools
- The Finishing Touches
- Broadcasting Presentations on the Web
- Wrapping Up

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. Getting Started

- A. Workshop Objectives
- B. Pre-Assignment Review

II. Welcome to Office 365 Web Apps

- A. The Home Page
- B. The Team Site
- C. Shared Documents
- D. Uploading a Document
- E. Module Two: Review Questions

III. Viewing Web App Presentations (I)

- A. Opening a Presentation
- B. Overview of the Reading View
- C. Paging Through Documents
- D. Notes
- E. Closing Presentations
- F. Module Three: Review Questions

IV. Viewing Web App Presentations (II)

- A. Using the Pop Out
- B. Using the Outline View
- C. Editing in Browser
- D. Opening in PowerPoint
- E. Printing From the Reading View
- F. Module Four: Review Questions

V. Working with Slides

- A. A New File
- B. Adding Slides
- C. The PowerPoint Web App Interface
- D. Using the Slide Organizer
- E. Hiding Slides
- F. Module Five: Review Questions

VI. Editing in the Browser

- A. About Saving
- B. Typing Text
- C. Selecting and Editing Text with the Mouse or Keyboard
- D. Using Cut, Copy, and Paste
- E. Using Undo and Redo
- F. Module Six: Review Questions

VII. Formatting Text

- A. Understanding Levels of Formatting
- B. Changing Font Face and Size
- C. Changing the Font Color
- D. Adding Font Enhancements
- E. Module Seven: Review Questions

VIII. Formatting Paragraphs

- A. Adding Bullets and Numbering
- B. Changing Alignment
- C. Using Indents and Tabs
- D. Text Direction
- E. Model Eight: Review Questions

IX. The Insert Tools

- A. Inserting Pictures
- B. Inserting Clip Art
- C. Working with Pictures
- D. Using Smart Art
- E. Inserting Links
- F. Model Nine: Review Questions

X. The Finishing Touches

- A. Working with Notes
- B. Printing from the Editing View
- C. Accessing the Reading View
- D. Starting a Slide Show in the Browser
- E. Module Ten: Review Questions

XI. Broadcasting Presentations on the Web

- A. About Broadcasting Presentations on the Web
- B. Preparing Your Presentation for Broadcast
- C. Broadcasting Your Presentation
- D. Viewing a Broadcast Presentation
- E. Module Eleven: Review Questions

XII. Wrapping Up

- A. Words from the Wise