

# PowerPoint 2021

## Getting started

### Aim

*This course aims to give you the basics to create your first PowerPoint slide show: discover the working environment, create the first slides, input and format texts, add various pictures and shapes, launch your first slide show and print slides.*

*After pursuing this course, you will be able to easily and quickly create a basic slide show.*

### Target audience

Any user who wants to discover or further their knowledge of PowerPoint's basics.

### Level required

No prior knowledge of PowerPoint is necessary.

### Estimated time to complete the essential modules

6h05mn  
(the video sequences last 5 minutes, on average)

## Course content

### ► The essential modules

## PowerPoint 2021 – Slide show creation basics



MEDIAPlus  
eLearning

This module offers interactive training consisting of 33 training videos, 33 exercises and 5 additional resources.

#### Discover PowerPoint - Theme

- You need to know: About your presentation program
- Overview of the working environment
- Views
- Zoom
- Moving between slides
- Using PowerPoint's help

#### Create your first slides - Theme

- Creating slides
- You need to know: Selecting, copying, moving
- Selecting and deleting slides
- You need to know: Text made easy
- Inputting text
- Undoing and redoing an action
- Copying and moving slides
- Selecting and editing text
- Proofing
- Themes and layouts
- Slide creation and text input in Outline view
- Managing the outline
- Moving text in an outline

**Format text - Theme**

- You need to know: Formatting characters
- Character format
- Character font
- Character case
- Character size and spacing
- Paragraph alignment and columns
- Bulleted and numbered paragraphs
- Paragraph and line spacing
- Rulers
- Paragraph indents
- Managing tab stops
- Copying formats

**Add shapes and pictures - Theme**

- Drawing shapes
- Creating a text box or WordArt object
- Formatting a text object
- Inserting and saving a picture
- Formatting pictures
- Managing pictures

**Launch your first slide show - Theme**

- Playing the slide show
- Transition effects
- Running animations automatically

**Manage and print the presentation - Theme**

- You need to know: Saving files
- Saving a presentation
- Creating a new presentation
- Opening a presentation
- Page layout and orientation
- Print preview and printing
- You need to know: Headers and footers
- Headers and footers
- You need to know: Best practice with a presentation program

## Microsoft Office: use cases - Excel, Word or PowerPoint with a Microsoft 365 subscription



This module offers to view a video lasting 22 minutes

**Excel, Word or PowerPoint with a Microsoft 365 subscription**

- The Office suite with or without an Microsoft 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organization
- Co-editing a file

► **Complementary material**

PowerPoint 2021 – Reference book



Online book

This module includes digital course material.