Ref : En_EB50-631

PowerPoint 2021

For professional presentations

Aim

This course is aimed at users that know how to create a simple slide show, but who wish to optimise the slide show creation process using masters, themes, sections, by adding tables, videos, sounds and by animating the objects on the slide in order to make the presentation seem more professional.
After pursuing this course, you will be able to finalise all your PowerPoint presentations, giving them a professional touch.

| Target audience | Level required | Estimated time
to complete the essential modules |
|---|---|---|
| Any user who wants to discover or further their knowledge of PowerPoint's basics. | No prior knowledge of PowerPoint is necessary. | 5h 52mn

(the video sequences last 5 minutes, on average) |

Course content

▸ **The essential modules**

PowerPoint 2021 – Optimise and animate your slide shows

MEDIAplus eLearning

This module offers interactive training consisting of 44 training videos, 44 exercises and 3 additional resources.

Use masters and themes - Theme
- About the slide master
- Customising a theme
- Using slide masters
- Modifying layouts
- Modifying placeholders in the master
- Using several masters
- The notes master
- The handout Master

Optimise the slide show's contents (text, picture, sound and video) - Theme
- Notes page
- Synonyms and translation
- Finding and replacing text
- Drawing shapes
- Creating a text box or WordArt object
- Inserting and saving a picture
- Formatting pictures
- Managing pictures
- Creating a hyperlink
- Inserting slides from another presentation
- Sections
- Inserting audio/video clips
- Managing audio/video clips
- Inserting an object from another application

Add tables - Theme
- Creating and inserting a table
- Table styles
- Editing and formatting a table
- Managing a table's rows and columns
- Managing a table's cells

Add animations - Theme
- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects
- Auto-scrolling slides
- Custom slide shows
- Choosing the slides for the slide show
- Setting up the slide show and the written comments

Optimise the presentations - Theme
- Creating a presentation from a Word document
- You need to know: Styles and templates
- Creating and using a presentation template
- Creating a photo album
- Creating a Package on a CD or in a folder
- You need to know: Import, export and interoperability with PowerPoint
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- You need to know: Best practice with a presentation program

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

Video	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

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▸ **Complementary material**

PowerPoint – Reference book

📖 Online book	This module includes digital course material.

▸ **Complementary material**

PowerPoint 2021 – Slide show creation basics

💼 MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

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