

Ref : En\_EB50-632

# PowerPoint 2021

## Graphical elements

### Aim

*This course aims to show you how to brighten up your presentations using graphical elements such as pictures, shapes, charts and SmartArt diagrams.*

*After pursuing this course, you will be able to add pertinent and professional items to your presentation in order to illustrate its contents.*

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.	4h (the video sequences last 5 minutes, on average)

## Course content

### ► The essential modules

#### PowerPoint 2021 – Graphical elements and pictures



MEDIAplus  
eLearning

This module offers interactive training consisting of 22 training videos and 22 exercises.

##### **Insert graphical éléments - Theme**

- Selecting and deleting objects
- Moving objects
- Grid and guides
- Drawing shapes
- Copying and duplicating objects
- Resizing objects
- Modifying objects
- Formatting objects
- Formatting lines
- Applying effects to objects
- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Copying an object's format
- Grouping or ungrouping objects
- Rotating objects
- Aligning and distributing objects
- Stacking order
- Grouping or ungrouping objects

#### Insert pictures - Theme

- Inserting and saving a picture
- Formatting pictures
- Managing pictures



## PowerPoint 2021 – Charts and diagrams



MEDIAPLUS  
eLearning

This module offers interactive training consisting of 9 training videos, 9 exercises and 1 additional resource.

#### Insert charts

- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Chart items layout
- Formatting a chart
- Managing chart templates

#### Insert SmartArt diagrams

- Inserting a diagram
- Managing a diagram
- Formatting a diagram

## 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

## ► Complementary material

### PowerPoint 2021– 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.

