

Ref : En_EB50-633

PowerPoint 2021

Teamwork

Aim

*This course aims to enable you to take advantage of PowerPoint's teamwork features.
After pursuing this course, you will be able to work on a presentation as a team, so that each participant can make changes.*

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

1h
(the video sequences last 5 minutes, on average)

Course content

► The essential modules

PowerPoint 2021 – Sharing and protecting a presentation



This module offers interactive training consisting of 5 training videos, 5 exercises and 1 additional resource.

Work on a presentation - Theme

- Comments
- Comparing presentation
- Protecting a presentation with a password
- Finalising a presentation
- Sharing a presentation

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.

► **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.