



See more at www.zandax.com/courses/powerpoint-365-ultimate

Course information from ZandaX

Microsoft PowerPoint 365 (2021) Ultimate

A premier Microsoft Powerpoint training course from ZandaX

Course duration: 10 hours 30 minutes of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Introduction
- ✓ Getting Started in PowerPoint 2021
- ✓ Slides and Layouts
- ✓ Slide Workshop: Title Slide
- ✓ Selection, Alignment and Grouping
- ✓ Slide Workshop: Meet The Team
- ✓ Slide Workshop: Divider Slides
- ✓ Slide Workshop: Our Destinations
- ✓ Slide Workshop: Tables, Charts and Diagrams
- ✓ More Graphics
- ✓ Video, Audio and Screenshots
- ✓ Slide Workshop: Transitions, Zoom and Motion Paths
- ✓ Master Slides
- ✓ Extending PowerPoint with Add-ins
- ✓ Preparing Slides for Delivery
- ✓ Delivering a Presentation
- ✓ Exporting, Sharing and Printing
- ✓ Course Close

What does our PowerPoint 365 (2021) Ultimate course cover?

Go as Far as You Want With PowerPoint

This great new course, PowerPoint 365 (2021) Ultimate, is for people at all levels of ability. You will learn how to create contemporary, visually stunning, and creative PowerPoint presentations from scratch.

Starting with the basics, you'll build a strong foundation and learn progressively more advanced skills as we move through the course. You'll take part in a slide workshop, where you get to create slides from scratch, building knowledge as you go.

The course explores all the PowerPoint functionalities you need: slide layouts, master slides, transitions, animation, shapes, images, and text. It covers the latest features too, like the eyedropper, slide zoom, summary zoom and the morph transition to enable you to get the most from images and shapes. You'll also learn how to create your own diagrams, charts, and tables -- and work faster by using keyboard shortcuts.

This course is designed to inspire you to think differently about PowerPoint and unleash your creativity to use skills that will transform the way you work!

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?

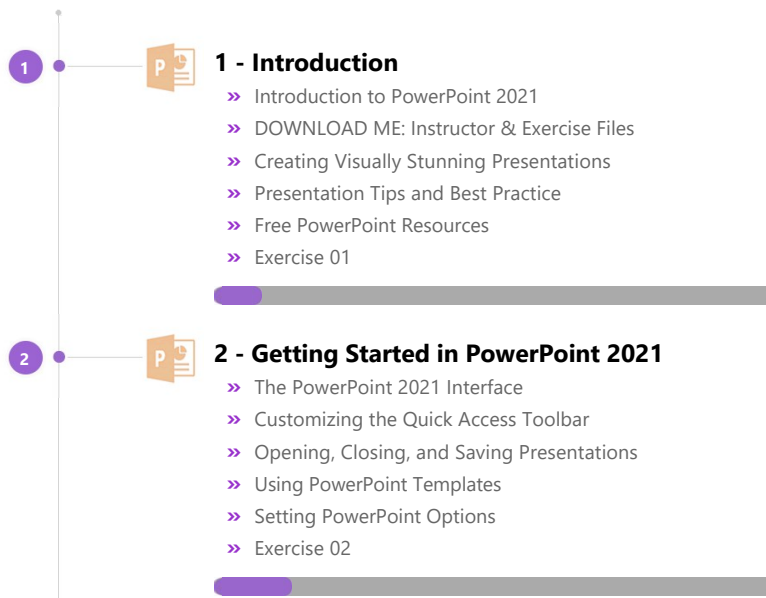
Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

Users with a good understanding of Microsoft PowerPoint who want to expand their capabilities in a short space of time.

Course content for Microsoft PowerPoint 365 (2021) Ultimate



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3 - Slides and Layouts

- » Slide Layouts
- » Adding, Arranging, and Duplicating Slides
- » Reusing Slides from Other Presentations
- » Creating Slides from an Outline
- » Slide Themes and Backgrounds
- » Exercise 03

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4 - Slide Workshop: Title Slide

- » Resizing a Background Image: Crop and Fill
- » Transparent Shape Overlays
- » Drawing and Formatting Shapes
- » Locking Shapes and Setting a Default Shape
- » Merging Shapes
- » Inserting a Logo: Filling Shapes with Pictures
- » Adding a Title and Subtitle: Inserting Text Boxes
- » Using the Eyedropper Tool
- » Exercise 04

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5 - Selection, Alignment and Grouping

- » Selecting Objects
- » Arranging, Renaming, and Changing the Z-Order
- » Aligning and Grouping Objects
- » Exercise 05

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6 - Slide Workshop: Meet The Team













- » Duplicating and Reformatting Slides
- » Filling Shapes with Images
- » Copying Formatting: Format Painter
- » Bullets, Numbered Lists, and Paragraph Text
- » The Morph Transition
- » Exercise 06

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7 - Slide Workshop: Divider Slides

- » Merging Images Across Shapes
- » Inserting and Formatting Icons
- » Compressing Pictures
- » Animating Objects: Entrance, Emphasis, and Exit Effects
- » Applying Multiple Animations
- » Triggering Animations
- » Organising Slides: Slide Sorter View
- » Exercise 07

8		8 - Slide Workshop: Our Destinations <ul style="list-style-type: none">» Adding Half-Page Image Slides» Actions: Linking to Slides» Using Slide Zoom» Inserting Hyperlinks to Slides, Websites, Documents, and Email» Exercise 08	
9		9 - Slide Workshop: Tables, Charts and Diagrams <ul style="list-style-type: none">» Adding and Formatting Tables» Creating a Process Flow Diagram with SmartArt» Creating a Custom Process Flow Diagram with Shapes and Connectors» Creating an Organization Diagram with SmartArt» Inserting Charts: Line Chart» Formatting Charts» Exercise 09	
10		10 - More Graphics <ul style="list-style-type: none">» Inserting Stickers, Cut Out People, Illustrations, and Cartoon Images» Removing an Image Background» Exercise 10	
11		11 - Video, Audio and Screenshots <ul style="list-style-type: none">» Inserting and Editing Videos» Creating a Motion Video Background» Adding Audio Files» Inserting Screenshots» Recording the Screen» Exercise 11	
12		12 - Slide Workshop: Transitions, Zoom and Motion Paths <ul style="list-style-type: none">» Adding and Modifying Slide Transitions» Advanced Morph» Summary Zoom» Pan and Zoom» Animating Objects with Motion Paths» Exercise 12	
13		13 - Master Slides <ul style="list-style-type: none">» What are Master Slides?» Modifying Master Slides» Exercise 13	

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14 - Extending PowerPoint with Add-ins

- » PowerPoint Add-ins
- » Countdown Timer Add-in
- » QR Code Add-in
- » Pro Word Cloud
- » Exercise 14



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15 - Preparing Slides for Delivery

- » Adding a Header and Footer
- » Adding and Formatting Speaker Notes to a Presentation
- » Using the Notes Master
- » Hiding and Unhiding Slides
- » Rehearse Timings
- » Setting Up and Running a Custom Slide Show
- » Adding and Replying to Comments
- » Exercise 15



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16 - Delivering a Presentation

- » Using Presenter View
- » On-screen Presentation Options
- » Record and Narrate a Presentation
- » Exercise 16



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17 - Exporting, Sharing and Printing

- » Sharing a Presentation
- » Exporting a Presentation
- » The Info Tab
- » Protecting a Presentation
- » Printing a Presentation
- » Exercise 17



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18 - Course Close

- » Course Close



More about the ZandaX Microsoft PowerPoint 365 (2021) Ultimate course

Take Yourself from the Basics to Master of Presentations!

Our PowerPoint 365 (2021) Ultimate course teaches you the skills and knowledge to take you as far as you need, starting from the very basics and working up to the highest levels.

There's a huge amount in this course, but in brief, we start with using the PowerPoint 2021 Interface. Next it's all you need to know about laying out your slides.

You'll then learn about working with objects before covering the Format Painter, bullets, numbered lists, paragraph text and icons, and we then show you how to animate objects, insert hyperlinks and work with tables, SmartArt, shapes and charts.

Videos are next, along with sections on Slide Transitions, Advanced Morph, Motion Paths, Master Slides and add-ins available within PowerPoint.

Next, you'll learn about preparing your slides for delivery and use Presenter View.

We finish with a section on exporting, sharing, protecting and printing your presentation, and by this time you should -- with practice -- know how to create and deliver presentations you'll be proud of!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/powerpoint-365-ultimate to view the latest details, including related courses, prices and quantity discounts.

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