

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft PowerPoint Online

INSTRUCTOR: Self-paced **PHONE:** 780-539-2975
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PREREQUISITE(S): None

LEARNING TOOLS AND RESOURCES:

Operating System: Windows 7, 8 or 10, Chromebooks, Mac, iPad devices.

**Please Note: Mobile devices such as cellphones are not supported as they do not have Add-in support from Microsoft.*

Microsoft PowerPoint Software: You will require a Microsoft 365 account in order to complete this course.

Internet Browser: The latest version of Google Chrome, Firefox, or Microsoft Edge.

Jasperactive software: The cost of this software is included in the course, and is accessible online.

G-Metrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

PowerPoint Online is a cloud-based version of Microsoft's presentation software. It is part of Office 365, Microsoft's cloud-based product offering. You will learn the skills necessary to create and manage presentations using a variety of features, including enhancing slide shows with charts, automation, transitions, and audio and video media. You will use the Online version of Office for basic exercises, and interactive exercises for more advanced exercises.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist PowerPoint Associate Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 15 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification. Students completing the GPRC course assessment only must achieve a minimum score of 70% to obtain a certificate of completion.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Continuous intake.

COURSE CONTENT

Lesson 1: Manage Presentations

- Modify slide masters, handout masters, and note masters
- Change presentation options and view
- Configure print settings for presentations
- Configure and present slide shows
- Prepare presentations for collaboration

Lesson 2: Manage Slides

- Insert slides
- Modify slides
- Order and group slides

Lesson 3: Insert and Format Text, Shapes, and Images

- Format text
- Insert links
- Insert and format images
- Insert and format graphic elements
- Order and group objects on slides

Lesson 4: Insert Tables, Charts, SmartArt, 3D Models and Media

- Insert and format tables
- Insert and format charts
- Insert and format SmartArt graphics
- Insert and modify 3D models
- Insert and manage media

Lesson 5: Apply Transitions and Animations

- Apply and configure slide transitions
- Animate slide content
- Set timing for transitions and animations