

EXPLORING POWERPOINT 365

1. THE INTERFACE



Where to find what and how to add shortcuts to the Quick Access Toolbar for frequently used tools, for your convenience.

2. THE VERY BASICS



How to insert and edit text and shapes on a slide, as well as the basics of building diagrams and using connector lines.

POPULATING, EDITING AND WORKING WITH

3. TEXT



How to quickly populate a PowerPoint presentation with content and using your time efficiently. Where to start when starting from scratch.

4. IMAGES & ICONS



How to insert, crop, edit and compress images and graphics, as well as where to find royalty-free images and icons.

5. SmartArt



The smart way of converting your bullet points into visually attractive graphics.

CHANGING

6. THE THEME



Explains the design tab in more detail, as well as where to customise the colours in your presentation.

ADDING, EDITING AND WORKING WITH

7. MOVEMENT



How to add transitions and animations to your presentation and what the difference is between the two.

8. AUDIO



How to add (record) and trim audio in your presentation.

9. VIDEO



How to insert and edit (trim) videos in your presentation, as well as tips for creating your own videos in PowerPoint.

PACKAGING

10. YOUR FILE



How to package your file and exporting it as a video clip, as well as how to reduce the size of your video clip.