



**Session 1**

**Getting Started**

- Working Online / Offline
- New Template
- Design/Slide Options
- Designing a Certificate
- Designing an Infographic
- Quick Starter
- Adding Notes
- Smart Lookup
- Creating a new presentation
- Saving your Work
- Opening a Presentation

**Working with Slides**

- Inserting a Title
- Adding a New Slide
- Design Ideas
- Formatting the Background
- Inserting a Picture
- Slide Master
- Creating, moving and editing Text Boxes
- Changing Fill Colour
- Shape Outlines and Effects

**Images and Shapes**

- Using Shapes
- Adjusting Images
- Aligning Objects
- Object Layering
- Working with photos
  - Remove Background
  - Keep / Remove areas
  - Cropping / Aspect Ratio

**Session 2**

**Charts and Diagrams**

- Inserting a chart directly into PP
- Formatting & Editing Data
- Chart Design
- Charts from Excel
- Using SmartArt

**Adding Video, Audio and Animation to Sides**

- Inserting a Video
- Video Tools
- Inserting Sound
- Adding Music
- Adding Animation
  - Slide Transitions
  - Animation Pane & Effect Options
- Using Morph to create an Animation
- Using Zoom to enhance a Presentation
- Using 3D Animation
- Draw and Ruler
- Dictate and Translate

**Collaborate and Preparation**

- Speaker Notes
- Rehearsing
- Save and Share
- Comment on a presentation

**Delivering a Presentation**

- Presenter View
- Unattended Slideshows

**Reuse a Presentation**

- Custom Themes & Templates
- Templates
- Record and Narrate