EXPLORING POWERPOINT 365 POPULATING, EDITING AND WORKING WITH

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.

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.

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5

SmartArt



The smart way of

converting your bullet

points into visually attractive

graphics.

. THE THEME

6



Explains the design tab in

more detail, as well as where

to customise the colours in

your presentation.

. MOVEMENT

7



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.

. YOUR

10

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.

Image attribution: Photos by https://

unsplash.com

There is also a video on useful presentation tips

and

design issues

to help you create compelling presentations that

capture the

attention of your audience.

MORE ABOUT THE TOPICS

CHANGING ADDING, EDITING AND WORKING WITH PACKAGING