Course : PowerPoint Microsoft 365, getting started

Practical course - 2d - 14h00 - Ref. PMM
Price : 890 CHF E.T.

★★★★★   **5 / 5**

This course will teach you how to create attractive, dynamic presentations with PowerPoint. You'll learn how to design, personalize, distribute and share them to enhance the quality of your communication.

◎ Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master the Microsoft 365 PowerPoint environment
- ✓ Leverage AI tools to create compelling content
- ✓ Use real-time collaborative features
- ✓ Insert and customize dynamic multimedia objects
- ✓ Creating animations and transitions
- ✓ Designing professional presentations with cloud themes

Intended audience
All audiences.

Prerequisites
Basic knowledge of the Windows environment.

Practical details

Hands-on work
Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods
Active pedagogy based on discussion, practical case studies, practice exercises for the optional TOSA® certification and assessment of acquired skills throughout the course.

Course schedule

PARTICIPANTS
All audiences.

PREREQUISITES
Basic knowledge of the Windows environment.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1. Introduction to Microsoft 365 PowerPoint

- Overview of the main features of Microsoft 365 PowerPoint.
- Discover the Office button and Backstage menu.
- Use the dynamic ribbon and contextual tabs.
- Using Microsoft intelligent search.
- Interface customization with modern display modes.

Hands-on work
Customize your working environment

2. Creating a presentation with cloud tools

- Create a presentation, apply and vary a theme.
- Use of Microsoft 365 online templates.
- Insert a slide, choose a layout.
- Customize masks with shared library
- Text zone insertion, entry and modification.
- Change alignment, line spacing and spacing.
- Application of exclusive Microsoft 365 styles and effects.
- Integration of numbered and bulleted lists.

Hands-on work
Creating a presentation with cloud tools

3. Presentation enhancement

- Insert elements from the Microsoft 365 library.
- Use icons and animated 3D models.
- Create a simple process using shapes.
- Design a SmartArt process or flowchart.

Hands-on work
Insert shapes and images, apply effects, align, group and ungroup

4. Integration of tables and external objects

- Integrate tables, apply styles, insert/delete rows and columns.
- Merge/split cells, modify alignments.
- Insert Excel charts.

Hands-on work
Insert tables, apply styles, merge and split cells

5. PowerPoint animation

- Use of exclusive Microsoft 365 animations.
- Smooth transitions and morphing.
- Use of intelligent triggers.

Hands-on work
Animate titles, shapes and create transition effects

6 Distributing and sharing slideshows

- Sharing a presentation.
- Real-time co-editing.
- Optimization of export options.

Hands-on work
Export for different channels

Dates and locations

REMOTE CLASS
2026 : 8 June, 21 Sep., 14 Dec.