

# Course : PowerPoint 2021 / Microsoft 365, getting started

Practical course - 2d - 14h00 - Ref. PPT

Price : 890 CHF E.T.

 4,7 / 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:

- ✓ Situating yourself in the PowerPoint 2021 / Microsoft 365 working environment
- ✓ Integrate content and apply styles to slide text
- ✓ Inserting objects and tables in the presentation
- ✓ Animate presentation objects and add animations and transitions to liven things up
- ✓ Add slides and choose your presentation with themes and masks
- ✓ Create diagrams and processes in slides

## 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 PowerPoint 2021 / Microsoft 365

- Overview of the main features of PowerPoint 2021 / Microsoft 365.
- Discover the Office button and Backstage menu.
- Navigating PowerPoint: the Ribbon, tabs, command groups.
- Identify the Quick Access toolbar, the box launcher.
- Customize the environment: ruler, grid, markers, different display modes.

### Hands-on work

Ribbon customization

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 2 Creating a new presentation

- Create a presentation, apply and vary a theme.
- Insert a slide, choose a layout.
- Customize the graphic line: use masks.

### Hands-on work

Create a presentation, use a theme, insert slides

## 3 Entering and editing texts

- Text zone insertion, entry and modification.
- Change alignment, line spacing and spacing.
- Application of a quick style or effect.
- Integration of numbered and bulleted lists.

### Hands-on work

Insert text box, modify text attributes, insert bullets, numbering

## 4 Presentation enhancement

- Insert and modify shapes, enter text, assign colors, styles and effects.
- Integration of images and shots.
- 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

## 5 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

## 6 PowerPoint animation

- Text and object animation.
- Setting transitions.

### Hands-on work

Animate titles, shapes and create transition effects

## 7 Distributing and sharing slideshows

- Share a presentation on the Drive.
- Real-time collaboration functionality.
- Optimization of printing options.

### Hands-on work

Print preparation

## Dates and locations

### REMOTE CLASS

2026: 2 Apr., 4 June, 17 Sep., 26 Nov.