

**Microsoft 365 PowerPoint Productivity**

**Course Number:** MSO-116  
**Duration:** 0.5 days

**Overview**

[Microsoft PowerPoint](https://support.microsoft.com/en-us/office/what-is-powerpoint-5f9cc860-d199-4d85-ad1b-4b74018acf5b), part of the Microsoft 365 suite, allows users to create presentations that include text, images, and videos, as well as animations, transitions, and more. This interactive PowerPoint Productivity training course teaches your team how to get the most out of PowerPoint.  Attendees learn how to use the latest PowerPoint 365 techniques to create attractive, professional presentations and learn additional tips and tricks from our expert instructor.

**Prerequisites**

Students must have familiarity with PowerPoint.

**Materials**

All PowerPoint training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Customize PowerPoint
* Master keyboard commands
* Use Views
* Create presentations quickly and easily
* Apply transitions and animation to presentations
* Use commands that make creating presentations more efficient

**Outline**

* Introduction
* Customizing the Quick Access Toolbar
* Keyboard Commands and Tricks
* Getting Efficient in using Views
* 3 Ways to Create New Presentations
* Top 5 Commands
* Newer Features that are Amazing
* Quick Transitions and Animation
* Conclusion