

**Microsoft PowerPoint: Presentation Tools**

**Course Number:** OFC-150
**Duration:** 0.5 days

**Overview**

This PowerPoint Presentation Tools training course teaches attendees how to take their presentations to the next level using features such as Rehearse with Coach, Recordings/Timings, Presenter View, and Cameo. Participants also learn how to use Microsoft Teams for virtual PowerPoint Live presentations.

**Prerequisites**

All 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**

* Use the menu features
* Use tools to plan and enhance presentations
* Optimize on-screen appearance and video placement
* Use PowerPoint video production tools
* Master PowerPoint Live for presentations
* Combine PowerPoint with Teams for effective online presentations

**Outline**

* Introduction
* Working with an Existing PowerPoint Presentation
	+ Importing and editing existing content
	+ Tips for visual consistency and branding
* Menu Overview
	+ Exploring Slide Show and Record menus
	+ Functions and tools within each menu
* Rehearsing the Slide Show
	+ Custom Slide Show and Rehearse with Coach
	+ Set up Slide Show and adjusting timings
	+ Enhancing presentation with animations and transitions
* Adding Cameo to the Presentation
	+ Selecting face placement on the screen
	+ Customizing appearance and position
* Recording the Presentation for Exporting to Video
	+ Using the Record Slide Show feature
	+ Audio and video synchronization
	+ Export settings and formats
* Opening Teams and Presenting PowerPoint
	+ Compare the difference between screen sharing and PowerPoint Live
	+ Tips for seamless integration with Teams
* Using the Presentation Options in Teams
	+ Live Captions and screen-sharing options
	+ Engaging your audience with interactive features
* Conclusion
	+ Recap of key points
	+ Q&A and troubleshooting