

**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