








»» Course Overview

This course introduces students to the world of Microsoft PowerPoint. Students will get an insight into the use of the product within the business setting. Over 11 modules, students will learn everything from absolute basics like navigating Microsoft PowerPoint to performing complex tasks like 3D Models, Animations, and Transitions. This course prepares students for the Microsoft Office Associate Microsoft PowerPoint Certification.

»» Course Outline by Module

Module 1	Introduction to Microsoft PowerPoint
Module 2	Modifying Slide, Handout, and Note Masters
Module 3	Configuring Print Settings for Presentations
Module 4	Preparing Presentations for Collaboration
Module 5	Inserting Slides and Selecting Slide Layouts
Module 6	Ordering and Grouping Slides
Module 7	Inserting and Formatting Images
Module 8	Formatting Shapes and Text Boxes
Module 9	Tables, Charts, SmartArt, 3D Models, and Media Part I
Module 10	Tables, Charts, SmartArt, 3D Models, and Media Part II
Module 11	Animations and Translations

»» Course Elements

-  Video Instruction
-  Interactives
-  Reading
-  Projects
-  Reflections
-  Concept Checks
-  Quizzes and Exams

 [Course Preview Video](#)

»» Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

»» Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: Microsoft 365.