

Lesson	Lesson Name	Skills*
Part 1: Navigating PowerPoint 365		
1.1	Presentation Basics	<ul style="list-style-type: none"> ■ Close PowerPoint ■ Create a new presentation ■ Explore Backstage View ■ Identify tabs and groups ■ Display presentations in different views ■ Use the zoom slider
1.2	Managing Files	<ul style="list-style-type: none"> ■ Save presentations ■ Use AutoSave ■ Use Save As ■ Close presentations
1.3	Printing and Saving Presentations	<ul style="list-style-type: none"> ■ Apply formatting and styles to text ■ Print a presentation ■ Print handouts ■ Reorder slides and sections ■ End slide shows ■ Insert slides and select slide layouts ■ View slide shows
1.4	Sharing a Presentation	<ul style="list-style-type: none"> ■ Align text ■ Create bulleted and numbered lists ■ Increase and decrease list level ■ Reset slide layouts ■ Share presentations
1.5	Applying Font Formatting	<ul style="list-style-type: none"> ■ Apply formatting and styles to text ■ Change line spacing ■ Create bulleted and numbered lists
1.6	Working with Text Boxes	<ul style="list-style-type: none"> ■ Change text direction ■ Find and replace text ■ Move graphic elements ■ Resize graphic elements ■ Use cut, copy, and paste ■ Vertically align text
1.7	Formatting File Properties	<ul style="list-style-type: none"> ■ Export presentations to other formats ■ Insert slides and select slide layouts ■ Inspect presentations and correct issues ■ Modify built-in presentation properties ■ Protect presentations by using passwords ■ Restrict editing
1.8	Working with Sections	<ul style="list-style-type: none"> ■ Create sections ■ Rename sections ■ Reorder slides and sections ■ Format text in multiple columns ■ Use Redo ■ Use Spelling ■ Use Undo ■ Customize the Quick Access toolbar
Part 2: Applying Transitions and Animations		
2.1	Applying Transitions	<ul style="list-style-type: none"> ■ Apply basic and 3D slide transitions ■ Configure transition effects and timing ■ Use Search
2.2	Applying Transition Options	<ul style="list-style-type: none"> ■ Configure transition effects and timing ■ Preview transitions ■ Use Format Painter
2.3	Applying Animations	<ul style="list-style-type: none"> ■ Animate text and graphic elements ■ Configure animation effects and timing ■ Duplicate slides ■ Preview animations
2.4	Working with Animation Tools	<ul style="list-style-type: none"> ■ Animate text and graphic elements ■ Reorder animations on a slide ■ Use the Animation Pane
2.5	Using Motion Paths	<ul style="list-style-type: none"> ■ Configure animation effects and timing ■ Configure animation paths
Part 3: Working with Shapes and Slide Elements		
3.1	Inserting Basic Shapes	<ul style="list-style-type: none"> ■ Animate text and graphic elements ■ Delete slides ■ Insert graphic elements ■ Insert graphic elements ■ Inspect presentations and correct issues
3.2	Formatting Basic Shapes	<ul style="list-style-type: none"> ■ Apply built-in styles to graphic elements ■ Resize graphic elements ■ Format graphic elements
3.3	Enhancing Shapes	<ul style="list-style-type: none"> ■ Add text to graphic elements ■ Format graphic elements ■ Rotate and flip shapes
3.4	Arranging Objects	<ul style="list-style-type: none"> ■ Align slide content ■ Display alignment tools ■ Group slide content ■ Inspect presentations and correct issues ■ Order slide content
3.5	Adding Audio and Video	<ul style="list-style-type: none"> ■ Format audio and video clips ■ Insert audio and video clips ■ Trim audio clips
3.6	Adding a Screen Recording	<ul style="list-style-type: none"> ■ Create and insert screen recordings ■ Preserve presentation content ■ Trim video clips

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3.7	Using Digital Ink	<ul style="list-style-type: none"> Apply ink animations Draw by using digital ink Use Ink to Shape
3.8	Using the Morph Transition	<ul style="list-style-type: none"> Apply basic and 3D slide transitions
Part 4: Adding Images and Objects		
4.1	Working with Images	<ul style="list-style-type: none"> Insert graphic elements Resize and crop images Add alt text to graphic elements for accessibility
4.2	Enhancing Images	<ul style="list-style-type: none"> Apply built-in styles and effects to images Reset images Resize and crop images Remove image backgrounds
4.3	Formatting Tables, Headers, and Footers	<ul style="list-style-type: none"> Apply built-in table styles Create and insert tables Insert and delete table rows and columns Insert slide headers, footers, and page numbers Use WordArt
4.4	Adding Screen Clippings	<ul style="list-style-type: none"> Insert icons Apply built-in styles and effects to images Insert screenshots and screen clippings
4.5	Using SmartArt	<ul style="list-style-type: none"> Add and modify SmartArt graphic content Insert hyperlinks Insert SmartArt graphics Change SmartArt colors Convert between SmartArt graphics and lists
4.6	Creating a Chart	<ul style="list-style-type: none"> Create and insert charts Modify charts
4.7	Working with 3D Models	<ul style="list-style-type: none"> Animate 3D models Insert 3D models Modify 3D model appearance
4.8	Using Section Zooms	<ul style="list-style-type: none"> Configure Zoom options Insert Section Zoom links and Slide Zoom links
4.9	Using Summary Zooms	<ul style="list-style-type: none"> Insert Summary Zoom slides
Part 5: Enhancing Slide Design		
5.1	Using Themes	<ul style="list-style-type: none"> Apply design themes Apply variants to design themes
5.2	Changing Slide Backgrounds	<ul style="list-style-type: none"> Modify individual slide backgrounds Insert slides from another presentation
5.3	Creating a New Layout	<ul style="list-style-type: none"> Create slide layouts Modify slide layouts
5.4	Formatting the Slide Master	<ul style="list-style-type: none"> Change slide master theme or background elements Modify slide master content Modify the handout master
Part 6: Working with Charts and Graphs		
6.1	Working with Presentation Views	<ul style="list-style-type: none"> Add notes to slides Display presentations in different views Reorder slides and sections
6.2	Modifying Print Settings	<ul style="list-style-type: none"> Print in color, grayscale, or black and white Print slides Hide and unhide slides Print notes pages
6.3	Using Rehearse Timings	<ul style="list-style-type: none"> Configure slide show options Create custom slide shows Rehearse slide show timing
6.4	Using Presenter View	<ul style="list-style-type: none"> Export a video Present slide shows by using Presenter View Record a slide show Set up slide show recording options
6.5	Importing Word Outlines	<ul style="list-style-type: none"> Change slide size Import Word document outlines Modify the notes master
6.6	Saving as a Show	<ul style="list-style-type: none"> Save a presentation as a show
6.7	Using Comments	<ul style="list-style-type: none"> Manage comments