

# PowerPoint 365 Essentials Workshop

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While the Office 365 Web Apps are available to anyone who has either a Windows Skydrive account or a SharePoint site, in this course, we will assume that your organization is using the SharePoint site. In this module, we'll introduce the web apps by discussing the Home Page, the Team Site, and the Shared Documents list. We'll also explain how to upload one of your existing PowerPoint presentations to the site.

With Office 365 PowerPoint, you (or any of your viewers) can access your presentations anywhere. You can even make a few basic changes right on the same website where your presentation is located.

## Workshop Objectives:

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- Open and close PowerPoint
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Upload a presentation to the Shared Documents library
- Understand the PowerPoint 365 browser interface
- Open a presentation in Reading View or Editing View
- Page through presentations
- Review Slide Notes
- Open the pop out
- View the Outline View
- Open a selected presentation in the PowerPoint 2010 desktop application
- Understand about saving presentations
- Understand the PowerPoint web app interface
- Use content placeholders
- Insert and work with pictures
- Understand Broadcasting presentations over the web
- Prepare your presentations for broadcast
- Broadcast your presentation
- View a broadcast presentation



For more information on this workshop or to reserve your spot, please contact:

Amaztech Training and Development

Tel: 031 262 7863 Fax: 086 643 5973

Cell: 082 772 3566

Email: [info@amaztech.co.za](mailto:info@amaztech.co.za)

Web: [www.amaztech.co.za](http://www.amaztech.co.za)