



Microsoft



## Microsoft PowerPoint Online

### Overview

This webinar will share how you can communicate a clear message while working creatively and collaboratively using PowerPoint in Office 365.

### Webinar Agenda

00:00 – 5:00 **Welcome:** Introductions, Meeting Controls, Objectives  
(5-minute duration)

5:00-15:00 **OneDrive Overview**  
(10-minute duration)

OneDrive for Business makes it easy to manage your work files, share them, and collaborate with others from anywhere.

- *Anywhere access...* Be productive anywhere with your mobile device, tablet, or PC. Files will be updated on all of them.
- *Offline access...* Access selected files without being online. No connection, no problem.
- *Protect your files...* If you lose your device, you won't lose your files and photos when they are saved in OneDrive.

15:00-50:00 **PowerPoint Online**  
(35-minute duration)

Create, edit and collaborate easily with Office Online. Using PowerPoint Online you can access templates or create your own presentations for others to review and co-author in real time.

- Overview of ribbons and tabs (mentioned simplified ribbon)
- Highlight:
  - What makes an effective PowerPoint presentation?
  - Walkthrough of Essential Ribbons (tabs on top)
  - Graphics and Design
    - Designer
    - Inserting Copyright friendly Images
    - Animations with Morph
  - Finishing Touches
    - Rehearse with Coach
  - Enhancements for All Learners
    - Subtitles (Live Translations)
    - Check Accessibility
  - Collaboration
    - Sharing including from OneDrive
    - Comments

- Recording in PowerPoint Intro in App

50:00-60:00 **Closing Questions and Answers**  
(10-minute duration)

## Resources

- <https://education.microsoft.com/en-us>
- <https://support.office.com/en-us/powerpoint>
- [Hiding or Deleting Comments in a Presentation](#)
- [Rehearse your slideshow with Presenter Coach](#)