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