

091147 Microsoft® PowerPoint® for Office 365™ (Desktop or Online): Part 1 Revision 1.0 to 1.1

Released June 2022

Section/Lesson/Topic Section	Name	Details of Change
Global		<ul style="list-style-type: none"> • Updated app and suite name. • Updated screenshots for new UI features. • Updated activities to account for new practice of saving to OneDrive. • Updated contextual tab references to use the screen name.
Frontmatter		<ul style="list-style-type: none"> • Updated Course-Specific Technical Requirements. • Updated Setting Up the Course.
Lesson 1, Topic A	The Ribbon	<ul style="list-style-type: none"> • Updated explanation of ribbon display options.
	The Quick Access Toolbar	<ul style="list-style-type: none"> • Updated due to changed functionality and default commands shown on QAT.
	ScreenTips and KeyTips	<ul style="list-style-type: none"> • Updated due to changed functionality.
	Guidelines for Quick Access Toolbar Customization	<ul style="list-style-type: none"> • Updated per changes to content.
	The Status Bar	<ul style="list-style-type: none"> • Updated to reflect changes in status bar elements.
	The Save and Save As Commands	<ul style="list-style-type: none"> • Updated to include Save as content.
	Guidelines for Working Securely in OneDrive (NEW)	<ul style="list-style-type: none"> • Added new guideline section.
	How to Navigate the PowerPoint Environment	<ul style="list-style-type: none"> • Added procedures on How to Sign In to Microsoft 365 and How to Show the Quick Access Toolbar.
	Activity: Navigating the PowerPoint User Interface	<ul style="list-style-type: none"> • Added Before You Begin section. • Updated due to changed functionality and UI elements.
Lesson 1, Topic B	Slide Show Options	<ul style="list-style-type: none"> • Updated for changed functionality and UI elements.
Lesson 1, Topic C	Activity: Creating and Saving a Basic Presentation	<ul style="list-style-type: none"> • Step 1 updated. • Step 4c updated.

		<ul style="list-style-type: none"> • Step 6, including substeps updated.
Lesson 1, Topic D	The Office 365 Home Page	<ul style="list-style-type: none"> • Retitled to The Microsoft Office Home Page. • Updated for changed functionality and UI elements.
	The OneDrive Online App (NEW)	<ul style="list-style-type: none"> • Added new section including figure/slide.
	Microsoft OneDrive	<ul style="list-style-type: none"> • Retitled to Microsoft OneDrive for Business and moved to Topic A. • Updated to reflect change in default Save location.
	How to Navigate in PowerPoint for the Web	<ul style="list-style-type: none"> • Moved procedure on How to Sign In to Microsoft 365 to Topic A. • Revised procedure for How to Open a File from OneDrive.
	Activity: Signing In to Microsoft 365 and OneDrive (Optional)	<ul style="list-style-type: none"> • Retitled to Navigating in OneDrive (Optional). • Heavy revisions due to changed focus (students save to OneDrive instead of the datafiles folders).
	Activity: Navigating in PowerPoint for the Web (Optional)	<ul style="list-style-type: none"> • Retitled to Working in PowerPoint for the Web (Optional) and completely revised for changed functionality.
Lesson 1, Topic E	PowerPoint Help	<ul style="list-style-type: none"> • Updated content, including figure.
	The Search Feature	<ul style="list-style-type: none"> • Retitled to The Microsoft Search Feature. • Updated content, including figure.
	Activity: Using PowerPoint Help	<ul style="list-style-type: none"> • Updated Data Files and Before You Begin sections. • Updated due to changed functionality.
Lesson 2, Topic B	The Mini Toolbar	<ul style="list-style-type: none"> • Updated due to changed functionality and UI elements.
	The Clipboard	<ul style="list-style-type: none"> • Updated content.
	Activity: Editing Text	<ul style="list-style-type: none"> • Step 6 updated. • Step 9 updated.
Lesson 2, Topic C	How to Add, Delete, and Modify Slides	<ul style="list-style-type: none"> • Updated procedure on How to Add, Delete, and Modify Slides.

	Activity: Adding, Deleting, and Modifying Slides	<ul style="list-style-type: none"> Updated for changed functionality and UI elements.
Lesson 2, Topic D	Background Fills	<ul style="list-style-type: none"> Updated content.
	The Format Background Pane	<ul style="list-style-type: none"> Updated UI elements.
	PowerPoint Designer	<ul style="list-style-type: none"> Updated content.
	Activity: Using PowerPoint Designer	<ul style="list-style-type: none"> Updated due to changed functionality.
Lesson 3, Topic A	The Font Dialog Box	<ul style="list-style-type: none"> Updated content.
Lesson 3, Topic B	How to Format Paragraphs	<ul style="list-style-type: none"> Updated procedures.
Lesson 4, Topic A	How to Insert Images into a Presentation	<ul style="list-style-type: none"> Updated procedures.
Lesson 4, Topic B	How to Insert Shapes	<ul style="list-style-type: none"> Updated procedure on How to Add the Same Shape Multiple Times.
Lesson 4, Topic D (New title: Insert Stock Media, Icons, and 3D Models)	Stock Media (NEW)	<ul style="list-style-type: none"> Added new KB, including slide.
	How to Insert Icons	<ul style="list-style-type: none"> Now titled How to Insert Stock Media. Updated procedure.
	Activity: Inserting Icons and 3D Models	<ul style="list-style-type: none"> Now titled Inserting Stock Media, Icons, and 3D Models. Step 3 updated.
Lesson 4, Topic E	How to Select Objects	<ul style="list-style-type: none"> Updated procedure on How to Use the Selection Pane to Select Objects.
	The Selection Pane	<ul style="list-style-type: none"> Updated text and fig to include the Lock feature.
Lesson 4, Topic F	Activity: Arranging Objects	<ul style="list-style-type: none"> Step 1 updated. Step 14 updated.
Lesson 5, Topic B	Activity: Formatting Text Boxes	<ul style="list-style-type: none"> Step 5 updated.
Lesson 5, Topic D	The Contextual Tab for Icons	<ul style="list-style-type: none"> Retitled to The Graphics Format Contextual Tab based on change to name of contextual tab. Updated content.
	How to Format Icons	<ul style="list-style-type: none"> Retitled to How to Format Icons and Other Graphics. Updated all procedures.
Lesson 5, Topic E	3D Animation Effects	<ul style="list-style-type: none"> Updated content.

Lesson 6, Topic A	The Smart Lookup Feature	<ul style="list-style-type: none"> • Retitled to The Insights Search Feature due to change in name of feature. • Updated content including figure.
	The Compatibility Checker Feature	<ul style="list-style-type: none"> • Updated content including figure.
	The Accessibility Checker Feature	<ul style="list-style-type: none"> • Updated content including figure.
	Reading Order	<ul style="list-style-type: none"> • Updated due to changed functionality and UI elements.
	How to Review Your Presentation	<ul style="list-style-type: none"> • Updated procedures on How to Research Using Insights Search, Check Your Presentation for Accessibility Issues, and Change the Reading Order of Slide Objects.
	Activity: Reviewing Your Presentation	<ul style="list-style-type: none"> • Updated all activity steps.
	Activity: Finding and Fixing Accessibility Issues	<ul style="list-style-type: none"> • Updated.
Lesson 6, Topic C	Activity: Printing a Presentation	<ul style="list-style-type: none"> • Updated.
	PowerPoint Presentation File Formats	<ul style="list-style-type: none"> • Updated note regarding online app.
	Export to PDF Options	<ul style="list-style-type: none"> • Retitled to Create PDF/XPS Document Options.
	How to Save Your Presentation in Various File Formats	<ul style="list-style-type: none"> • Updated procedure on How to Export a Presentation to a PDF File.
	Activity: Exporting a Presentation to a PDF File	<ul style="list-style-type: none"> • Step 1b deleted and Step 3 updated.
Lesson 6, Topic D	Presentation Options	<ul style="list-style-type: none"> • Updated content, including figure. • Changed Present Online to Present in Teams and updated table. • Updated note regarding online app.
	How to Present a Slide Show	<ul style="list-style-type: none"> • Updated procedure on How to Start a Presentation.
	Appendix: Mapping Course Content to Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300	<ul style="list-style-type: none"> • Updated to reflect changes in exam title.
	Appendix: Microsoft® PowerPoint® Common Keyboard Shortcuts	<ul style="list-style-type: none"> • Updated table.
	Glossary	<ul style="list-style-type: none"> • Updated per changes to content. • Added term screen reader.

Course Files	PowerPoints	<ul style="list-style-type: none">• Updated slides to use widescreen template and to reflect UI and feature changes.
	Assessments, Data Files, and Mapping	<ul style="list-style-type: none">• Updated per changes to content.