1 – DAY
MICROSOFT POWERPOINT
BASIC – INTERMEDIATE LEVEL

CONTACT

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METHODOLOGY

- Training is hands-on using easy-to-follow step-by-step instructions
- Instructor-Led Training (ILT) on live exercises of each topic

WHO SHOULD ATTEND?

This course is designed for students who wish to gain a foundational understanding of Microsoft® Office PowerPoint® 2019 that is necessary to create and develop engaging multimedia presentations.

INTRODUCTION

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, & stretched for time. By learning how to use the vast array of features & functionality contained within Microsoft® Office PowerPoint® 2019, you will gain the ability to organise your content, enhance it with high-impact visuals and deliver it with a punch. In this course, you will use Microsoft® Office PowerPoint® 2019 to begin creating engaging and dynamic multimedia presentations.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the basic features & functions of Microsoft® Office PowerPoint® 2019
- Develop a Microsoft® Office PowerPoint® 2019 presentation
- Perform advanced text editing operations
- Add graphical elements
- Format graphical elements
- Prepare to deliver your presentation

PROGRAM OUTLINES

MODULE 1: GETTING STARTED WITH MICROSOFT® OFFICE POWERPOINTt® 2019

- Navigate the Microsoft® Office PowerPoint® 2019 Environment
- View and Navigate a Presentation
- Use Microsoft® Office PowerPoint® 2019 Help

MODULE 2: DEVELOPING A POWERPOINT PRESENTATION

- Create and Save a Presentation
- Edit Text
- Work with Slides
- Design a Presentation

MODULE 3: PERFORMING ADVANCED TEXT EDITING OPERATIONS

- Format Characters
- Format Paragraphs

MODULE 4: ADDING & ARRANGING GRAPHICAL ELEMENTS

- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Icons and 3D Models
- Arrange and Size Objects

MODULE 5: MODIFYING GRAPHICAL ELEMENTS

- Format Images
- Format Shapes
- Customise SmartArt
- Format Icons
- Format 3D Models
- Animate Objects

MODULE 6: PREPARING TO DELIVER YOUR PRESENTATION

- Review Your Presentation
- Apply Transitions
- Print a Presentation
- Deliver Your Presentation

MODULE 7: CUSTOMISING DESIGN TEMPLATES

- Modify Slide Masters and Slide Layouts
- Modify the Notes Master and the Handout Master
- Add Headers and Footers

MODULE 8: USING INK TO HAND DRAW ELEMENTS

- Draw Objects
- Write Math Equations

MODULE 9: ADDING TABLES

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

MODULE 10: ADDING CHARTS

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

MODULE 11: WORKING WITH MEDIA

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

MODULE 12: BUILDING ADVANCED TRANSITIONS AND ANIMATIONS

- Use the Morph Transition
- Customise Animations

MODULE 13: FINALISING A PRESENTATION

- Collaborate on a Presentation
- Annotate a Presentation
- Record a Presentation
- Set Up a Slide Show

MODULE 14: CUSTOMISING PRESENTATION NAVIGATION

- Divide a Presentation into Sections
- Add Links
- Topic C: Create a Custom Slide Show
- Securing and Distributing a Presentation
- Secure a Presentation
- Create a Video or a CD