

2 – DAY MICROSOFT POWERPOINT (BASIC LEVEL)



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 PowerPoint
- Develop a PowerPoint presentation
- Perform advanced text editing operations
- Add graphical elements
- Format graphical elements
- Prepare to deliver your presentation

Methodology

- Hands on Learning with Instructor guidance

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.

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Course Outline

MODULE 1: GETTING STARTED WITH POWERPOINT® 2019

- Navigate the PowerPoint Environment
- View & Navigate a Presentation
- Use PowerPoint Help

MODULE 2: DEVELOPING A POWERPOINT PRESENTATION

- Create & 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 & 3D Models
- Arrange & 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

