

[PPT19]: Microsoft PowerPoint 2019

Duration	: 3 Days
Length	: 24 Hours
Audience(s)	: Professionals, Managers and Executives
Technology	: Microsoft Operating System & Microsoft PowerPoint 2019
Delivery Method	: Classroom and/ or Virtual Training

Course Objective

The objective of this course is to introduce participants to the features, functions, and capabilities of Microsoft PowerPoint 2019.

Audience Profile

For end-users who have basic Microsoft PowerPoint 2003/ 2007/ 2013/ 2016 knowledge and experience but are new to Microsoft PowerPoint 2019 software.

At Course Completion

Upon successful completion of the course, participants should be able to use Microsoft PowerPoint 2019 more efficiently and apply the features and functions to their work.

Pre-Requisites

Participants need to have basic computer operating system skills.

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Course Outline

Module 1: Getting Started

Lessons

- Starting PowerPoint
- Exploring the PowerPoint 2019 interface
 - Customizing Ribbon interface
 - Adding shortcuts to Quick Access Toolbar
- Creating and Saving Presentation Files
 - Saving Presentation Files to Local Drive or OneDrive
 - Maintaining Backward File Compatibility
 - Modifying basic Presentation File Properties
- Displaying Presentations in different Views
- Switching between Presentations
- Viewing a Presentation in a New Window

Module 2: Managing Slides

Lessons

- Applying Design Themes to a Presentation
 - Changing and Customizing Theme Colors
 - Changing and Customizing Theme Fonts
- Understanding and Applying Slide Layouts
 - Inserting New Slides and selecting Slide Layouts
 - Formatting Placeholders
 - Customizing Slide Layouts
 - Modifying individual Slide Backgrounds
- Importing Word Document outlines as Slides
- Inserting Slides from another Presentation
- Inserting Summary Zoom Slide
- Inserting Slide Headers, Footers, and Page Numbers
- Creating and Renaming Sections to group slides
- Modifying Slide Order with Slide Sorter View
- Changing Slide Sizes
- Duplicating Slides
- Hiding and Unhiding Slides
- Deleting Slides

Module 3: Managing Presentation using Masters

Lessons

- Modifying Slide Master
 - Changing Slide Master Theme or Background
 - Modifying Slide Master content
 - Creating New Slide Layouts
 - Modifying Slide Layouts

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- Modifying Handout Master
- Modifying Notes Master

Module 4: Working with Text

Lessons

- Inserting and Deleting Text on a Slide
- Creating Bulleted and Numbered Lists
- Formatting and applying Styles to Text
- Formatting Paragraphs
 - Applying Horizontal and Vertical Alignment
 - Adding or Removing Columns
 - Formatting Text in multiple Columns
 - Applying Paragraph Spacing
 - Applying Line Spacing
 - Changing Text Direction
- Setting Tabs
 - Creating Tabs with Tab Selector
 - Creating Tabs with Tabs Dialog Box
- Using Text Boxes
 - Adding Text to Text Boxes
 - Resizing and Positioning of Text Boxes
 - Changing Alignment and Orientation of Text
 - Rotating a Text Box
 - Aligning and Arranging Order of Text Boxes
 - Applying built-in Styles to Text Boxes
- Using WordArt
 - Inserting, Modifying and Deleting WordArt
 - Changing WordArt Shape
 - Formatting WordArt
- Using Format Painter on Text
- Clearing Text Format

Module 5: Adding Graphical Elements

Lessons

- Displaying Alignment Tools
 - Applying Rulers, Gridlines and Guides
- Inserting and Formatting Shapes
 - Editing and Changing Shapes
 - Grouping Shapes
 - Aligning and Arranging Order of Shapes
 - Creating Custom Shapes
 - Adding Text to Shapes
 - Applying built-in Styles to Shapes
- Working with Pictures
 - Inserting, Resizing and Formatting Pictures
 - Applying built-in Styles and Effects to Pictures

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- Grouping Pictures
- Aligning and Arranging Order of Pictures
- Resizing and Cropping Pictures
- Inserting Screenshots and Screen Clippings
- Drawing with Digital Ink
- Inserting and Formatting SmartArt graphics
 - Converting Lists to SmartArt graphics
 - Adding and Modifying SmartArt graphic content
 - Choosing a SmartArt Layout
 - Applying SmartArt Styles
 - Converting SmartArt to Text or Shapes
- Inserting and Modifying 3D Models
- Adding Alt Text to Graphic Elements for Accessibility

Module 6: Working with Charts and Tables

Lessons

- Inserting Charts
 - Changing Chart Types
 - Selecting and Editing Chart Data
 - Changing Chart Layout and Chart Style
 - Adding Chart Elements
 - Formatting Chart Elements
 - Changing Size and Position of Chart Element
- Importing Charts from other Applications
 - Understanding Embedding and Linking of Objects
 - Importing an Excel Chart Object
 - Inserting an Excel Workbook
- Using Tables
 - Creating Tables from scratch
 - Copying and Pasting a Table Object from Word or Excel
 - Inserting a portion of an Excel Worksheet as a Table
 - Selecting Elements and Navigating in a Table
 - Changing Size and Position of a Table
 - Changing Row Height and Column Width
 - Inserting and Deleting Table Rows and Columns
 - Merging and Splitting Rows or Columns
 - Changing Text Alignment and Orientation
 - Formatting a Table
 - Applying built-in Table Styles

Module 7: Enhancing Presentations

Lessons

- Inserting and Managing Media
 - Inserting Audio and Video clips
 - Creating and Inserting Screen Recordings
 - Configuring Media Playback options

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- Compressing and Optimizing Media
- Applying and Configuring Slide Transitions
 - Applying Basic and 3D Slide Transitions
 - Configuring Transition Effects
 - Setting Transition Effect Duration
 - Configuring Transition Start and Finish options
- Animating Slide Content
 - Applying Animation on Text and Graphic elements
 - Animating 3D Models
 - Configuring Animation Effects
 - Configuring Animation Paths
 - Reordering Animations on a Slide
 - Applying Animation Painter
 - Removing Animation
- Inserting Hyperlinks
- Inserting Section Zoom Links and Slide Zoom Links

Module 8: Preparing for Slide Shows

Lessons

- Configuring and Presenting Slide Shows
 - Creating Custom Slide Shows
 - Configuring Slide Show Options
 - Adding Speaker Notes
 - Rehearsing Slide Show Timing
 - Setting up Slide Show Recording Options
 - Presenting Slide Shows by using Presenter View
 - Using Presentation Tools
- Preparing Presentations for Collaboration
 - Marking Presentations as Final
 - Protecting Presentations by using Passwords
 - Inspecting Presentations for Issues
 - Adding and Managing Comments
 - Preserving Presentation Content
 - Exporting Presentations to other File Formats
 - Saving a Presentation in an earlier PowerPoint Format
 - Creating PowerPoint Shows
 - Saving a Presentation as PDF or XPS File
 - Saving a Presentation as Images
 - Saving a Presentation as a Video
 - Saving a Presentation as an Outline
 - Packing a Presentation for CD

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Module 9: Configuring Print Settings for Presentations**Lessons**

- Printing all or part of a Presentation
- Printing Notes Pages
- Printing Handouts
- Printing in Color, Grayscale, or Black and White

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