

Advanced Microsoft PowerPoint 2019

Duration: 8 Hours (1 Day)

Overview

The Advanced Microsoft PowerPoint 2019 course is designed to elevate learners' presentation skills by exploring the more sophisticated features of PowerPoint 2019. Through a comprehensive curriculum, learners will master the art of customizing presentations, leveraging presentation masters, and utilizing special effects to create impactful and engaging presentations. Starting with Module 1: Customizing Presentations, users will learn to apply themes, background styles, and add footers, enhancing the visual appeal and consistency of their presentations. They will also discover how to arrange and print sections effectively. The course progresses with in-depth lessons on the Slide Master, SmartArt graphics, multimedia integration, setting up slide shows, and managing outlines and slides. Learners will gain proficiency in merging presentations, sharing and securing content, and collaborating with peers. By the end of the course, participants will possess advanced skills in PowerPoint 2019, allowing them to deliver polished and professional presentations that stand out. The acquired knowledge will be invaluable for both personal and professional development, ensuring that presentations are not only informative but also memorable.

Audience Profile

The Advanced Microsoft PowerPoint 2019 course equips professionals with sophisticated presentation skills to enhance communication and effectiveness.

- Business professionals seeking to improve presentation design and delivery
- Marketing professionals creating engaging sales and promotional materials
- Educators and trainers developing interactive teaching materials
- Administrative and executive assistants tasked with preparing corporate presentations
- Corporate trainers and instructional designers enhancing eLearning content
- Project managers presenting reports and project updates
- Event coordinators showcasing plans and event layouts
- Sales representatives using PowerPoint for pitches and product demos
- HR professionals preparing for training sessions and workforce briefings
- Graphic designers seeking to expand their service offerings into presentations
- Consultants summarizing findings and recommendations for clients
- Analysts and data scientists visualizing data for stakeholders
- Non-profit advocates creating persuasive presentations for fundraising
- Entrepreneurs pitching ideas to investors or stakeholders
- Legal professionals preparing visual aids for cases and trials
- IT professionals documenting processes and presenting technical information
- Real estate agents crafting compelling property presentations
- Public speakers and lecturers aiming to captivate their audience with impactful visuals

Course Syllabus

Module 1: Customizing Presentations

- This module explains how to customize presentations in Microsoft PowerPoint.

Lessons

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

Lab: Customizing Presentations Exercises

- Adding a Background Image
- Customizing Your Presentation
- After completing this module, students will be able to:
- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation

Module 2: Presentation Masters

- This module explains how to work with presentation masters in Microsoft Power.

Lessons

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Lab: Using the Slide Master

- After completing this module, students will be able to:
- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the notes master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

Module 3: Working with Special Effects

- This module explains how to work with special effects in Microsoft PowerPoint.

Lessons

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Lab: Applying Special Effects to a Presentation

- After completing this module, students will be able to:
- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart

Module 4: Using SmartArt

- This module explains how to use SmartArt in Microsoft PowerPoint.

Lessons

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Lab: Working with SmartArt

- After completing this module, students will be able to:
- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Add text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.

Module 5: Multimedia

- This module explains how work with multimedia in Microsoft PowerPoint.

Lessons

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Lab: Multimedia Exercises

- Creating and Modifying a Photo Album
- Adding Video to a Presentation

- After completing this module, students will be able to:
- Create a photo album.
- Add captions to photos in an album.
- Apply a theme to an album.
- Customize the photo album layout.
- Insert sound and video in a presentation.
- Edit media clips in PowerPoint.
- To change multimedia settings.

Module 6: Setting Up the Slide Show

- This module explains how to set up a slide show in Microsoft PowerPoint.

Lessons

- Setting Up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide show
- Setting Up a Slide Show to Repeat Automatically

Lab: Setting Up the Slide Show Exercises

- Presenting a Custom Show
- Preparing the Slide Show
- After completing this module, students will be able to:
- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

Module 7: Outlines and Slides

- This module explains how to work with outlines and slides in Microsoft PowerPoint.

Lessons

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as an Graphic

Lab: Exporting an Outline to Word

- After completing this module, students will be able to:

- Export notes and handouts to Word documents.
- Export an outline to a Word document.
- Save your presentation as an outline.
- Save a slide in your presentation as a graphic.
- Module 8: Managing Multiple Presentations
- This module explains how to manage multiple presentations.

Lessons

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Lab: Reviewing Changes in PowerPoint

- After completing this module, students will be able to:
- Merge multiple presentations.
- Reuse slides from other presentations.
- View multiple presentations.
- Track and manage changes in PowerPoint.

Module 9: Sharing and Securing a Presentation

- This module explains how to share and secure a presentation in Microsoft PowerPoint.

Lessons

- Sharing a Presentation with Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Compressing Pictures
- Sending a Presentation in PDF Format

Lab: Sharing and Securing Exercises

- Sharing a Presentation
- Securing a Presentation
- After completing this module, students will be able to:
- Share your presentation with a remote audience.
- Embed fonts in a presentation.
- Inspect the presentation.
- Package your presentation for a CD.
- Use PowerPoint Viewer.
- Save your presentation for web viewing.
- Encrypt your presentation.
- Add a digital signature to your presentation.

- Grant permissions.
- Compress the pictures in your file.
- Send your presentation in PDF format