ME-PPT19L2: MICROSOFT POWERPOINT 2019: LEVEL 2

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Advanced	Office 2019	Instructor-led	NA

INTRODUCTION

This Advanced Microsoft PowerPoint 2019 training class is for PowerPoint 2019 users who want to build upon their basic skills. Students will use advanced techniques such as working with Masters and Special Effects within their presentations.

AUDIENCE PROFILE

Students who have basic skills with Microsoft PowerPoint 2019 who want to learn advanced-level skills or students who want to learn the topics covered in this course in the 2019 interface.

PREREQUISITES

Experience in the following is required for this Microsoft Outlook class:

− Basic PowerPoint 2019 experience.

COURSE OBJECTIVES

After completing this course, students will be able to:

− Create customized presentations with templates.
− Add special effects.
− Use the slide, notes, and handout masters.
− Create, edit, and import charts.
− Manage hyperlinks.
− Create custom shows.
− Secure and share presentations.

COURSE CONTENT

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 1: 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 1: Using the Slide Master

− Click here to enter text.
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 1: Applying Special Effects to a Presentation

− Click here to enter text.

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 1: Working with SmartArt

− Click here to enter text.

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 1: 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 1: 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 a Graphic

Lab 1: Exporting an Outline to Word

− Click here to enter text.

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 1: Reviewing Changes in PowerPoint

− Click here to enter text.

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 1: 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.

ASSOCIATED CERTIFICATIONS & EXAM

There is no associated exam for this course.