

Microsoft Office PowerPoint 2019 - Part 1

Overview

In this course, you will use PowerPoint 2019 to begin creating engaging, dynamic multimedia presentations. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

Prerequisite Comments

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

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

Course Objectives

In this course, you will create and deliver an engaging PowerPoint presentation.

You will:

Identify the basic features and functions of PowerPoint.

Develop a PowerPoint presentation.

Perform advanced text editing operations.

Add graphical elements.

Format graphical elements.

Prepare to deliver your presentation.

Course Outline

1 - Getting Started with PowerPoint 2019

Topic A: Navigate the PowerPoint Environment

Topic B: View and Navigate a Presentation

Topic C: Use PowerPoint Help

2 - Developing a PowerPoint Presentation

Topic A: Create and Save a Presentation

Topic B: Edit Text

Topic C: Work with Slides

Topic D: Design a Presentation

3 - Performing Advanced Text Editing Operations

Topic A: Format Characters

Topic B: Format Paragraphs

4 - Adding and Arranging Graphical Elements

Topic A: Insert Images

Topic B: Insert Shapes

Topic C: Create SmartArt

Topic D: Insert Icons and 3D Models

Topic E: Arrange and Size Objects

5 - Modifying Graphical Elements

Topic A: Format Images

Topic B: Format Shapes

Topic C: Customize SmartArt

Topic D: Format Icons

Topic E: Format 3D Models

Topic F: Animate Objects

6 - Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print a Presentation

Topic D: Deliver Your Presentation

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
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