

Microsoft Office PowerPoint 2019 - Part 2

Overview

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2019 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time. 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 success, students should have experience using PowerPoint 2019, running within the Windows® 10 operating system, to create, edit, and deliver multimedia presentations. To obtain this level of knowledge and skills, you can take the following courses:

Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 7
Microsoft® Office PowerPoint® 2019: Part 1

Target Audience

This course is intended for students who have a foundational working knowledge of PowerPoint 2019, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Course Objectives

In this course, you will use the advanced tools and features in PowerPoint to create and deliver engaging presentations.

You will:

- Customize design templates.
- Use ink to hand draw elements.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Finalize a presentation.
- Customize presentation navigation.
- Secure and distribute a presentation.

Course Outline

1 - Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts
Topic B: Modify the Notes Master and the Handout Master
Topic C: Add Headers and Footers

2 - Using Ink to Hand Draw Elements

Topic A: Draw Objects
Topic B: Write Math Equations

3 - Adding Tables

Topic A: Create a Table
Topic B: Format a Table
Topic C: Insert a Table from Other Microsoft Office Applications

4 - Adding Charts

Topic A: Create a Chart
Topic B: Format a Chart
Topic C: Insert a Chart from Microsoft Excel

5 - Working with Media

Topic A: Add Audio to a Presentation
Topic B: Add Video to a Presentation
Topic C: Add a Screen Recording

6 - Building Advanced Transitions and Animations

Topic A: Use the Morph Transition
Topic B: Customize Animations

7 - Finalizing a Presentation

Topic A: Collaborate on a Presentation
Topic B: Annotate a Presentation
Topic C: Record a Presentation
Topic D: Set Up a Slide Show

8 - Customizing Presentation Navigation

Topic A: Divide a Presentation into Sections
Topic B: Add Links
Topic C: Create a Custom Slide Show

9 - Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create a Video or a CD

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
 - Microsoft Office PowerPoint 2019 - Part 1
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