

Microsoft PowerPoint 2019 - Part 1

course outline

In this course, you will learn how to use the core features of PowerPoint 2019, such as how to create, format, and edit presentations, work with images, graphics, transitions, animations, and much more.

IS THIS COURSE FOR YOU?

The course is designed for those who wish to learn how to use the world's most popular presentation software. You will learn the key concepts and techniques necessary to work with PowerPoint's most used functions and features.

ABOUT THE COURSE

The course consists of 9 modules and includes media demonstrations, hands-on activities, and knowledge check questions. At the end of the course, you will complete a consolidation exercise, which will help you review what you have learned and assess your understanding.

The course also contains quizzes at the end of each module and a Validation Test at the end of the course. With successful completion of the course, you will receive a Pitman Training certificate to verify your achievement.

AIMS AND OBJECTIVES

The aim of the course is for you to learn the core features and functions of Microsoft's PowerPoint 2019 software, so you will be able to present dynamic and engaging presentations.

PRE-REQUISITES

Familiarity with the Windows environment and experience using a computer keyboard.

COURSE CONTENT

Module 1: Introduction to PowerPoint 2019
Navigating a PowerPoint Presentation; Overview of the Screens and Views

Module 2: Getting Started
Presentation Tips and Guidelines; Creating a New Presentation; Working with Slides; Inserting Slides; Saving a Presentation

Module 3: Text and Bullet Editing Options
Formatting Text; Working with Bullets and Numbered Lists

COURSE CONTENT (cont'd)

Module 4: Adding Graphics
Inserting Shapes; Inserting Graphics; Inserting Icons and 3D Models; Inserting Pictures

Module 5: Working with Objects
Selecting Objects; Editing Objects; Formatting Objects; Adding Alternative Text to Objects for Accessibility; Arranging and Grouping Objects

Module 6: Working with Transitions
Applying Transitions; Applying 3D Slide Transitions; Transition Options

Module 7: Using Animation
Animating Objects; Effect Options; Animating 3D Models; the Animation Pane; Motions Paths; Triggers

Module 8: Working with Tables
Creating Tables; Formatting Tables; Inserting Tables from Word and Excel

Module 9: Preparing and Presenting a Slide Show
Onscreen Presentation Options; Hiding Slides; Changing the Order of Slides; Working with Sections; Copying Slides; Slide Show Options

CAREER PATH

Microsoft PowerPoint is used across a wide range of job roles. Your new skills with the software will make your work more efficient and more valuable to employers.

COURSE DURATION

15 hours. This will vary based on prior knowledge and ability.



CPD POINTS: 15

CPD points awarded upon successful completion.

To find out more, speak to one of our course advisors.



To discuss your current skills and aspirations, or to book your course call...

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Stratford and East London