Microsoft PowerPoint 2019 - Part 2

In this course, you will learn intermediate and advanced-level features of PowerPoint 2019, such as how to insert charts and diagrams, incorporate audio and video, and use tools to rehearse and record your presentations.

IS THIS COURSE FOR YOU?

The course is designed for those who are proficient with the basic concepts and features of PowerPoint and wish to enhance their presentation skills using PowerPoint's intermediate and advanced-level features.

ABOUT THE COURSE

The course consists of 8 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 build on your knowledge and skills with PowerPoint 2019 to gain intermediate-level proficiency.

PRE-REQUISITES

This course is the continuation of PowerPoint 2019 - Part 1.

COURSE CONTENT

Module 1: Working with Charts
Adding Charts; Formatting Charts; Inserting Files from Microsoft Excel

Module 2: Unlocking the Power of Masters
Using Master Slides; Modifying Master Slides; Creating a New Master Design Template

Module 3: Adding Media
Adding Video to a Presentation; Adding Audio to a Presentation

COURSE CONTENT *(cont'd)*

Module 4: Editing Pictures
Picture Options; Formatting Pictures; Inserting Screenshots and Screen Clippings; Things You Can Do with Pictures

Module 5: Working with SmartArt
Creating SmartArt; Modifying SmartArt; Creating a Flowchart Using SmartArt

Module 6: Hyperlinks and Action Buttons
Working with Action Buttons; Working with Hyperlinks; Inserting Section Zoom Links

Module 7: Preparing a Presentation for Delivery
Rehearsing Presentation Timings; Recording a Presentation; Slide Show Settings; Creating a Custom Slide Show

Module 8: Exploring the Backstage View
Exporting Options; The Backstage Area; Preparing Presentations for Collaboration; Printing a Presentation

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.

PITMAN
T R A I N I N G

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

020 7256 6668 or email **courses@pitmanlondon.co.uk**

www.pitman-training.com/stratford

Stratford and East London