

Module Title : Microsoft PowerPoint 2019 Intermediate

Duration : 1 day

Overview

The course empowers the participants with the skills and knowledge to manage and work with your PowerPoint slides with good and proper formatting that will aid in keeping your audience focused during your presentation delivery. He or she will understand and be able to accomplish intermediate operations with graphics and charts.

Target Audience

Individuals who are keen on learning how to create engaging presentations in different styles, by using images, animations and utilizing a variety of functions in Microsoft PowerPoint.

Pre-requisite

An understanding of Microsoft PowerPoint 2010/2013/2016 Basic would be an advantage.

Contents

Module 1: Working with Objects

- Inserting Tables
- Inserting Charts
- Inserting SmartArt
- Drawing Shapes
- Inserting Text Boxes

Module 2: Using Graphics

- Creating Photo Albums
- Inserting Pictures
- Inserting Videos
- Inserting Screenshots
- Inserting Audio

Module 3: Advanced Slide Tasks

- Creating a Basic Animation
- Customizing Animations
- Using the Animation Painter

- Adding a Transition
- Customizing Transitions

Module 4: Adding Special Effects

- Choosing a Basic Effect
- Setting Effect Options
- Customizing the Trigger
- Editing the Motion Path
- Setting Start Options
- Modifying Duration and Delay

Module 5: Advanced Animation Techniques

- Setting Animation Options
- Changing the Order of Animations
- Using the Animation Painter
- Using the Animation Pane

Module 6: Reviewing a Presentation

- Sending a Presentation for Review
- Comparing Presentations
- Navigating Through Markup
- Accepting and Rejecting Markup
- Ending the Review