

Microsoft® Office PowerPoint® 2019: Part 2

Course Description

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 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.

Course Duration

1 day

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 presentations.

Prerequisites

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 Logical Operations courses:

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

Course-Specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® Office 2019
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Outline

Lesson 1: Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Modify the Notes Master and the Handout Master
- Add Headers and Footers

Lesson 2: Using Ink to Hand Draw Elements

- Draw Objects
- Write Math Equations

Lesson 3: Adding Tables

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Lesson 4: Adding Charts

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Lesson 5: Working with Media

- Add Audio to a Presentation
- Add Video to a Presentation
- Add a Screen Recording

Lesson 6: Building Advanced Transitions and Animations

- Use the Morph Transition
- Customize Animations

Lesson 7: Finalizing a Presentation

- Collaborate on a Presentation

- Annotate a Presentation
- Record a Presentation
- Set Up a Slide Show

Lesson 8: Customizing Presentation Navigation

- Divide a Presentation into Sections
- Add Links
- Create a Custom Slide Show

Lesson 9: Securing and Distributing a Presentation

- Secure a Presentation
- Create a Video or a CD

Who Should Attend

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.