



Microsoft® Office PowerPoint® 2019: Part 2

Duration: 1 Day

Method: Instructor-Led Training (ILT)

Certification: Microsoft Office Specialist (MOS) PowerPoint Associate (Office 365 and Office 2019) — **Exam:** MO-300

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 these variables, a robust set of tools such as Microsoft Office PowerPoint 2019 is needed. It provides the user with a variety of tools that can help them deliver content in nearly any situation while saving time and effort. In this course, participants will be shown how to take advantage of these tools to create interesting, informative, and memorable presentations that will deliver their content, on time, to all audiences, and to only those who need to see it.

Target Audience

This course is intended for:

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

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge:

- *Microsoft Office PowerPoint 2019: Part 1*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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.



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Course Topics

Lesson 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

Lesson 2: Using Ink to Hand Draw Elements

- **Topic A:** Draw Objects
- **Topic B:** Write Math Equations

Lesson 3: Adding Tables

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

Lesson 4: Adding Charts

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

Lesson 5: Working with Media

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

Lesson 6: Building Advanced Transitions and Animations

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

Lesson 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

Lesson 8: Customizing Presentation Navigation

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

Lesson 9: Securing and Distributing a Presentation

- **Topic A:** Secure a Presentation
- **Topic B:** Create a Video or a CD

Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

Appendix B: Microsoft Office PowerPoint 2019 Common Keyboard Shortcuts

ACTIVITIES INCLUDED

