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**Learning Style: On Demand**

**Technology: Microsoft**

**Difficulty: Beginner**

**Course Duration: 6 Hours**

## Microsoft Office PowerPoint 2019



### About this course:

Microsoft PowerPoint is a presentation software that enables users to create engaging presentations that consist of individual pages, or slides, which may contain text, graphics, sound, movies, hyperlinks, and other objects. PowerPoint enables users to add animation and effects to slideshow elements. PowerPoint 2019

comes with the Morph transition, which can help you make smooth animations on your slides. To make a presentation more dynamic and to allow for custom navigation within it.

## **Prerequisite:**

- This course will not require you to have previous experience in any particular area but you should have a high school reading level. No books will be required

## **Course Outline:**

### **Microsoft Office PowerPoint 2019: Part 1**

- Course Introduction
- Chapter 1 - Getting Started with PowerPoint 2019
- Chapter 2 - Developing a PowerPoint Presentation
- Chapter 3 - Performing Advanced Text Editing Operations
- Chapter 4 - Adding and Arranging Graphical Elements
- Chapter 5 - Modifying Graphical Elements
- Chapter 6 - Preparing to Deliver Your Presentation
- Course Summary

### **Microsoft Office PowerPoint 2019: Part 2**

- Course Introduction
- Chapter 1 - Customizing Design Templates
- Chapter 2 - Using Ink to Hand Draw Elements
- Chapter 3 - Adding Tables
- Chapter 4 - Adding Charts
- Chapter 5 - Working with Media
- Chapter 6 - Building Advanced Transitions and Animations
- Chapter 7 - Finalizing a Presentation
- Chapter 8 - Customizing Presentation Navigation
- Chapter 9 - Securing and Distributing a Presentation
- Course Summary

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