

## Microsoft® Office PowerPoint® 2019: Part 1

### Course Description

It's hard to imagine a day going by without people passing along large amounts of information. With so much communication to contend with, it can be difficult to grab people's attention. But we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And that is exactly what Microsoft® Office PowerPoint® 2019 can help you do.

Gone are the days of flip charts or drawing on a whiteboard to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2019, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2019 to begin creating engaging, dynamic multimedia presentations.

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 create and deliver an engaging PowerPoint presentation. You will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements.
- Format graphical elements.
- Prepare to deliver your presentation.

### Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

## 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: Getting Started with PowerPoint 2019

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Use PowerPoint Help

### Lesson 2: Developing a PowerPoint Presentation

- Create and Save a Presentation
- Edit Text
- Work with Slides
- Design a Presentation

### Lesson 3: Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs

### Lesson 4: Adding and Arranging Graphical Elements

- Insert Images
- Insert Shapes
- Create SmartArt
- Insert Icons and 3D Models
- Arrange and Size Objects

### Lesson 5: Modifying Graphical Elements

- Format Images

- Format Shapes
- Customize SmartArt
- Format Icons
- Format 3D Models
- Animate Objects

#### Lesson 6: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print a Presentation
- Deliver Your Presentation

### **Who Should Attend**

This course is designed for students who wish to gain a foundational understanding of PowerPoint 2019 that is necessary to create and develop engaging multimedia presentations.