

Module Title : Microsoft PowerPoint 2019 Advanced

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

Professionals across a wide array of industries with at least a basic or intermediate experience in Microsoft PowerPoint looking to produce more sophisticated presentations involving advanced formatting, layout techniques and multimedia effects.

Pre-requisite

An understanding of Microsoft PowerPoint 2010/2013/2016/2019 intermediate level is required.

Contents

Module 1: Editing Presentation Masters

- Opening Slide Master View
- Creating Slide Layouts
- Working with Placeholders
- Changing the Slide Layout
- Preserving Slide Masters
- Updating Master Slides
- Using Multiple Slide Masters in a Presentation
- Removing Masters from a Presentation

Module 2: Using Handout Masters

- Opening Handout Master View
- Editing the Handout Master
- Setting Layout Options
- Creating Handouts in Microsoft Word

Module 3: Using Notes Masters

- Opening Notes Master View
- Editing the Notes Master
- Setting Layout Options
- Printing Notes Pages

Module 4: Setting Up the Slide Show

- Setting Automatic Slide Timings
- Setting Up a Continuous Loop
- Hiding a Slide
- Rehearsing Slide Transition Timings

Module 5: Expanding a Slide Show

- Hiding a Single Slide
- Creating a Custom Show
- Editing a Custom Show
- Presenting a Custom Show
- Deleting a Custom Show

Module 6: Recording Presentations

- Recording and Narrating a Show
- Setting Narration Options
- Using Presenter View
- Creating a Video from a Presentation
- Creating a Show-Only File
- Presenting Your Slides Online

Module 7: Use Zoom to Deliver your Presentation

- Using Summary Zoom
- Adding or remove section from Summary Zoom
- Using Slide Zoom
- Changing Preview image of Slide Zoom
- Using Section Zoom
- Setting Zoom Options

Module 8: Managing PowerPoint Files

- Optimizing Media Compatibility
- Compressing Media
- Working with Versions
- Recovering Unsaved Files
- Protecting a Presentation with a Password