

Module Title : Microsoft PowerPoint 2019 Basic

Duration : 1 day

Overview

The course empowers the participant to demonstrate the ability to use a presentation application on a personal computer. He or she will understand and be able to accomplish basic operations associated with creating, formatting and preparing presentations for distribution and display.

Target Audience

Individuals who are keen on learning how to create engaging presentations in different styles, by using images, animations and utilizing a variety of functions in Microsoft PowerPoint.

Pre-requisite

An understanding of Windows / MS PowerPoint 2010/2013/2016 would be an advantage.

Contents

Module 1: The Basics

- Getting Started
- Signing In (Optional)
- Saving a Presentation
- Opening a Presentation
- Creating a New Presentation

Module 2: Your First Presentation

- Adding Content
- Adding Notes
- Selecting Text and Objects
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling

Module 3: Creating Slides

- Adding Slides to a Presentation
- Selecting, Moving, and Deleting Slides

- Changing and Resetting the Layout
- Working with Sections
- Viewing the Slide Show

Module 4: Working with Templates

- Creating a Template
- Saving a Template
- Using a Template
- Editing a Template

Module 5: Formatting Presentation Text

- Changing the Font Face, Size, and Color
- Changing Character Spacing
- Applying Text Effects
- Working with the Font Dialog
- Using the Format Painter
- Clearing Formatting

Module 6: Working with Text

- Using Find and Replace
- Applying Bullets and Numbers
- Changing Text Alignment
- Formatting Text as Columns
- Changing Line Spacing
- Changing Text Direction

Module 7: Working with Presentations

- Choosing a Theme
- Choosing a Variant
- Changing the Slide Size
- Formatting the Slide Background
- Adding Headers and Footers to Slides

Module 8: Viewing and Printing Your Presentation

- Viewing the Slide Show
- Using Views
- Using Zoom
- Using Presenter View
- Printing a Presentation

- Printing Notes and Handouts

Module 9: Saving and Sharing Your Presentation

- Saving a Presentation as PDF or XPS
- Packaging a Presentation for CD
- Presenting Online

Module 10: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes