Microsoft Office PowerPoint 2019 - Part 1

Overview

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.

Prerequisite Comments

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 courses:
Using Microsoft® Windows® 10
Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

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.

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.

Course Outline

1 - Getting Started with PowerPoint 2019

Topic A: Navigate the PowerPoint Environment
Topic B: View and Navigate a Presentation
Topic C: Use PowerPoint Help

Knoxville | Chattanooga | Tri-Cities
865-691-1515

Contact Us
noreply@newhorizons.com
www.etnewhorizons.com

Page 1 of 2

2 - Developing a PowerPoint Presentation

Topic A: Create and Save a Presentation
Topic B: Edit Text
Topic C: Work with Slides
Topic D: Design a Presentation

3 - Performing Advanced Text Editing Operations

Topic A: Format Characters
Topic B: Format Paragraphs

4 - Adding and Arranging Graphical Elements

Topic A: Insert Images
Topic B: Insert Shapes
Topic C: Create SmartArt
Topic D: Insert Icons and 3D Models
Topic E: Arrange and Size Objects

5 - Modifying Graphical Elements

Topic A: Format Images
Topic B: Format Shapes
Topic C: Customize SmartArt
Topic D: Format Icons
Topic E: Format 3D Models
Topic F: Animate Objects

6 - Preparing to Deliver Your Presentation

Topic A: Review Your Presentation
Topic B: Apply Transitions
Topic C: Print a Presentation
Topic D: Deliver Your Presentation

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7

New Horizons®
Learn What Earns

Knoxville | Chattanooga | Tri-Cities
865-691-1515

Contact Us
noreply@newhorizons.com
www.etnewhorizons.com

Page 2 of 2