

PowerPoint 2019

Part 1: Get started with PowerPoint 2019

Chapter 1: PowerPoint 2019 basics

- Start PowerPoint
- Work in the PowerPoint user interface
- Work with the ribbon and status bar

Chapter 2: Create and manage presentations

- Create presentations
- Open and navigate presentations
- Display different views of presentations
- Display standard views
- Save and close presentations

Chapter 3: Create and manage slides

- Add and remove slides
- Insert new slides
- Copy and import slides and content
- Hide and delete slides
- Divide presentations into sections
- Rearrange slides and sections
- Apply themes
- Change slide backgrounds

Part 2: Insert and manage slide text

Chapter 4: Enter and edit text on slides

- Enter text on slides
- Enter text in placeholders
- Add a slide footer
- Move, copy, and delete text
- Format characters and paragraphs
- Apply WordArt text effects
- Check spelling

Chapter 5: Present text in tables

- Insert tables
- Format tables

- Modify table structure
- Embed and link to Excel content

Part 3: Insert and manage visual elements

Chapter 6: Insert and manage simple graphics

- Insert, move, and resize pictures
- Edit and format pictures
- Draw and modify shapes
- Draw and add text to shapes
- Move and modify shapes
- Format shapes
- Capture and insert screen clippings
- Create a photo album

Chapter 7: Create and manage business graphics

- Create diagrams
- Modify diagrams
- Format diagrams
- Create charts
- Modify charts
- Manage chart data
- Modify the display of chart elements
- Format charts

Chapter 8: Add sound and movement to slides

- Animate text and pictures on slides
- Customize animation effects
- Add and manage slide transitions

Part 4: Finalize presentations

Chapter 9: Review presentations

- Add notes to slides
- Configure slides for presentation or printing
- Print presentations and handouts

Chapter 10: Prepare and deliver presentations

- Rehearse a presentation and set slide timings
- Present slide shows
- Start the slide show

Use the slide show tools

Part 5: Use advanced PowerPoint functions

Chapter 11: Work in PowerPoint more efficiently

- Change default PowerPoint options
- Manage general Office and PowerPoint options
- Manage proofing options
- Manage file locations
- Manage language options
- Manage advanced options
- Customize the Quick Access Toolbar
- Customize the ribbon

Chapter 12: Create custom presentation elements

- Create custom themes
- Customize slide masters and layouts

Chapter 13: Save and share presentations

- Save presentations in other formats
- Share presentations from PowerPoint
- Restrict access by using passwords
- Add and review comments