

# Course 55276-A: Advanced Microsoft PowerPoint 2019

## Course outline

### Module 1: Customizing Presentations

This module explains how to customize presentations in Microsoft PowerPoint.

#### Lessons

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

#### Lab : Customizing Presentations Exercises

- Adding a Background Image
- Customizing Your Presentation

After completing this module, students will be able to:

- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation.

### Module 2: Presentation Masters

This module explains how to work with presentation masters in Microsoft Power.

#### Lessons

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

### **Lab : Using the Slide Master**

After completing this module, students will be able to:

- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the notes master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

### **Module 3: Working with Special Effects**

This module explains how to work with special effects in Microsoft PowerPoint.

#### **Lessons**

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

### **Lab : Applying Special Effects to a Presentation**

After completing this module, students will be able to:

- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart.

### **Module 4: Using SmartArt**

This module explains how to use SmartArt in Microsoft PowerPoint.

#### **Lessons**

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics

- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

#### **Lab : Working with SmartArt**

After completing this module, students will be able to:

- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Add text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.

#### **Module 5: Multimedia**

This module explains how work with multimedia in Microsoft PowerPoint.

#### **Lessons**

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

#### **Lab : Multimedia Exercises**

- Creating and Modifying a Photo Album
- Adding Video to a Presentation

After completing this module, students will be able to:

- Create a photo album.
- Add captions to photos in an album.
- Apply a theme to an album.
- Customize the photo album layout.
- Insert sound and video in a presentation.

- Edit media clips in PowerPoint.
- To change multimedia settings.

### **Module 6: Setting Up the Slide Show**

This module explains how to set up a slide show in Microsoft PowerPoint.

#### **Lessons**

- Setting Up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide show
- Setting Up a Slide Show to Repeat Automatically

#### **Lab : Setting Up the Slide Show Exercises**

- Presenting a Custom Show
- Preparing the Slide Show

After completing this module, students will be able to:

- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

### **Module 7: Outlines and Slides**

This module explains how to work with outlines and slides in Microsoft PowerPoint.

#### **Lessons**

- Exporting Notes and Handouts to Word

- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as an Graphic

#### **Lab : Exporting an Outline to Word**

After completing this module, students will be able to:

- Export notes and handouts to Word documents.
- Export an outline to a Word document.
- Save your presentation as an outline.
- Save a slide in your presentation as a graphic.

#### **Module 8: Managing Multiple Presentations**

This module explains how to manage multiple presentations.

##### **Lessons**

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

#### **Lab : Reviewing Changes in PowerPoint**

After completing this module, students will be able to:

- Merge multiple presentations.
- Reuse slides from other presentations.
- View multiple presentations.
- Track and manage changes in PowerPoint.

#### **Module 9: Sharing and Securing a Presentation**

This module explains how to share and secure a presentation in Microsoft PowerPoint.

##### **Lessons**

- Sharing a Presentation with Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer

- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Compressing Pictures
- Sending a Presentation in PDF Format

**Lab : Sharing and Securing Exercises**

- Sharing a Presentation
- Securing a Presentation

After completing this module, students will be able to:

- Share your presentation with a remote audience.
- Embed fonts in a presentation.
- Inspect the presentation.
- Package your presentation for a CD.
- Use PowerPoint Viewer.
- Save your presentation for web viewing.
- Encrypt your presentation.
- Add a digital signature to your presentation.
- Grant permissions.
- Compress the pictures in your file.
- Send your presentation in PDF format.