

# 55277-A: Introduction to Microsoft PowerPoint 2019

## Course outline

### Module 1: Creating a PowerPoint Presentation

This module explains how to create a presentation in Microsoft PowerPoint.

#### *Lessons*

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

#### *Lab : Creating a Microsoft PowerPoint Presentation*

After completing this module, students will be able to:

- Start Microsoft PowerPoint.
- Learn about Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Learn about the Status Bar.
- Close a PowerPoint presentation

### Module 2: The Ribbon

This module explains how to work with the Ribbon in Microsoft PowerPoint.

#### *Lessons*

- The Ribbon
- Tabs
- Groups
- Commands
- The Tell Me Tab

### *Lab : Exploring the Ribbon*

After completing this module, students will be able to:

- Work with tabs, groups, and commands
- Learn which group and commands are found on which tabs.

### Module 3: The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft PowerPoint.

#### *Lessons*

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

### *Lab : Customizing the Quick Access Toolbar*

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar.
- Add additional commands to the Quick Access Toolbar.
- Move the Quick Access Toolbar.

### Module 4: The Backstage View (The File Menu)

This module explains how to work with the Backstage View in Microsoft PowerPoint.

#### *Lessons*

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint

### *Lab : Backstage View Exercises*

- Opening a Presentation
- Creating an Agenda Using a Template

After completing this module, students will be able to:

- Use the Backstage view.
- Open a Microsoft PowerPoint presentation.
- Start a new Microsoft PowerPoint presentation.
- Use Microsoft PowerPoint templates.
- Modify presentation properties.
- Personalize your copy of Microsoft PowerPoint.

## Module 5: Formatting Microsoft PowerPoint Presentations

This module explains how to format Microsoft PowerPoint presentations.

### *Lessons*

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides

### *Lab : Formatting Text*

After completing this module, students will be able to:

- Select a slide layout.
- Add text to a slide.
- Import content from a text file outline.
- Edit text.
- Format text.
- Format text placeholders.
- Apply styles to slides.
- Add slides to a presentation.
- Delete slides from a presentation.Learn to arrange slides.

## Module 6: Working with Images

This module explains how to work with images in Microsoft PowerPoint.

## *Lessons*

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Adding Shapes
- Using Digital Ink

## *Lab : Working with Images and Shapes*

After completing this module, students will be able to:

- Add images to a presentation.
- Insert a picture.
- Insert clip art.
- Insert a screenshot.
- Edit an image.
- Rotate and resize an image.
- Group and ungroup images.
- Arrange images.
- Add shapes.

## Module 7: Working with Tables and Charts

This module explains how to work with tables and charts in Microsoft PowerPoint.

## *Lessons*

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

## *Lab : Working with Tables and Charts Exercises*

- Working with a Table
- Working with Charts

After completing this module, students will be able to:

- Insert a table in a slide.
- Format a table.
- Copy a table from other Microsoft Office applications into PowerPoint.
- Insert a chart in a slide.
- Format a chart.
- Copy a chart from other Microsoft Office applications into PowerPoint.

## Module 8: Finalizing Microsoft PowerPoint Presentations

This module explains how to finalize Microsoft PowerPoint presentations.

### *Lessons*

- Checking Spelling
- Accessing Different Views of a Presentation
- Organizing a Presentation in Sections
- Adding Transitions to Slides
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation

### *Lab : Finalizing Presentation Exercises*

- Viewing the Presentation
- Finalizing Your Presentation

After completing this module, students will be able to:

- Check spelling in your presentation.
- Access different views of a presentation.
- Divide a presentation into different sections.
- Add transitions to a slide.
- Add speaker notes.
- Run a slide show.
- Print a presentation