

Microsoft-PowerPoint 2016/2019

Module 1: Creating a PowerPoint Presentation

This module explains how to create a presentation in Microsoft PowerPoint

Topics: • Starting Microsoft PowerPoint

- Normal View
- Creating a Presentation
- Saving a Presentation
- Importing a File
- The Status Bar
- Closing a Presentation
- Ribbons & Groups.

Module 2: Formatting Microsoft PowerPoint Presentations

This module explains how to format Microsoft PowerPoint presentations.

Topics: • 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

Module 3: Working with Images

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

Topics: • 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

Module 4: Working with Tables and Charts

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

Topics: • Inserting a Table

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

Module 5: Multimedia

This module explains how to work with multimedia in Microsoft PowerPoint

Topics: • Creating a Photo Album

- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips
- Inserting Videos
- Inserting Audio.

Module 6: Slide Transition & Animation

This module explains how to manage Slide Transition & Animation

Topics: • Slide Transition

- Animation Effects
- Adding Sounds to Presentation
- Slide show setup

Module 7: Finalizing Presentation

This module explains how to Finalize Presentation

Topics: • Different Views

- Adding Footer
- Custom shows
- Slide Master
- Exporting presentation.
- Creating Video and outlines.