

Microsoft Office Specialist: PowerPoint Associate (PowerPoint and PowerPoint 2019)

Day 1:

Introduction to Microsoft PowerPoint

- **Understanding the PowerPoint interface**
- **Navigating through PowerPoint slides**
- **Creating a new presentation**

Working with Slides

- **Adding, duplicating, and deleting slides**
- **Applying slide layouts**
- **Managing slide master and layouts**

Formatting Text and Paragraphs

- **Applying fonts and font styles**
- **Adjusting text alignment and indentation**
- **Using bullet points and numbering**

Working with Objects

- **Inserting and manipulating images, shapes, and icons**
- **Arranging and aligning objects on slides**
- **Applying object styles and effects**

Day 2:

5. Managing Multimedia

- **Inserting and editing audio and video files**
- **Setting up media playback options**
- **Adding animations to media elements**

Enhancing Presentations

- **Utilizing slide transitions**
- **Applying animation effects to objects and text**
- **Creating custom animations**

Working with Charts and Graphs

- **Inserting charts and graphs in presentations**
- **Formatting chart elements**
- **Editing and updating chart data**

Collaborating and Sharing

- **Reviewing and commenting on presentations**
- **Collaborating with others in real-time**
- **Saving and sharing presentations in different formats**

Day 3:

9. Customizing Slide Shows

- **Setting up slide show options**
- **Creating custom slide show sequences**
- **Running and navigating slide shows effectively**

Mastering Slide Show Delivery

- **Using presenter view and presenter tools**
- **Rehearsing timings and narrations**
- **Tips for delivering engaging presentations**

Advanced Presentation Features

- **Working with SmartArt graphics**
- **Creating and using custom themes**
- **Using action buttons and hyperlinks**

Tips for Professional Presentations

- **Design best practices**
- **Managing multimedia file sizes**
- **Finalizing and printing presentations**

Microsoft Copilot for PowerPoint