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Microsoft PowerPoint Advance

Target Audience: Students who have little or no familiarity with Microsoft PowerPoint 2019 or more experienced Word users who want to learn the topics covered in this course in the 2019 interface.

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

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

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.

Module 6: 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 7: Setting Up the Slide Show

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

Lessons

- Setting Up a Ccustom 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 8: Managing Multiple Presentations

This module explains how to manage multiple presentations.

Lessons

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presenations
- 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: Finalizing Microsoft PowerPoint Presentations

This module explains how to finalize Microsoft PowerPoint presentations.

Lessons

- Checking Spelling
- Accessing Differnt 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 Presenation Exercises

- Viewing the Presenation
- Finalizing Your Presenation

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