

KOENIG SOLUTIONS • COURSE OUTLINE

Advanced Microsoft PowerPoint 2019

Learn to customise presentations, apply Slide Masters, SmartArt and multimedia, and manage, share and secure PowerPoint 2019 files.

1 Day

8 HOURS

9

MODULES

57

TOPICS

13

HANDS-ON ACTIVITIES

COURSE OVERVIEW

The Advanced Microsoft PowerPoint 2019 course is designed to elevate learners' presentation skills by exploring the more sophisticated features of PowerPoint 2019. Through a comprehensive curriculum, learners will master the art of customizing presentations, leveraging presentation masters, and utilizing special effects to create impactful and engaging presentations. Starting with Module 1: Customizing Presentations, users will learn to apply themes, background styles, and add footers, enhancing the visual appeal and consistency of their presentations. They will also discover how to arrange and print sections effectively. The course progresses with in-depth lessons on the Slide Master, SmartArt graphics, multimedia integration, setting up slide shows, and managing outlines and slides. Learners will gain proficiency in merging presentations, sharing and securing content, and collaborating with peers. By the end of the course, participants will possess advanced skills in PowerPoint 2019, allowing them to deliver polished and professional presentations that stand out. The acquired knowledge will be invaluable for both personal and professional development, ensuring that presentations are not only informative but also memorable.

Who Should Attend

The Advanced Microsoft PowerPoint 2019 course equips professionals with sophisticated presentation skills to enhance communication and effectiveness.

Business professionals seeking to improve presentation design and delivery

Marketing professionals creating engaging sales and promotional materials

Educators and trainers developing interactive teaching materials

Administrative and executive assistants tasked with preparing corporate presentations

Corporate trainers and instructional designers enhancing eLearning content

Project managers presenting reports and project updates

Event coordinators showcasing plans and event layouts

Sales representatives using PowerPoint for pitches and product demos

HR professionals preparing for training sessions and workforce briefings

Graphic designers seeking to expand their service offerings into presentations

Consultants summarizing findings and recommendations for clients

Analysts and data scientists visualizing data for stakeholders

Non-profit advocates creating persuasive presentations for fundraising

Entrepreneurs pitching ideas to investors or stakeholders

Legal professionals preparing visual aids for cases and trials

IT professionals documenting processes and presenting technical information

Real estate agents crafting compelling property presentations

Public speakers and lecturers aiming to captivate their audience with impactful visuals

What You Will Learn

- Apply themes, background styles and footers to presentations
- Configure Slide Masters, layouts and handout masters
- Animate text, objects and charts using motion paths and timing
- Insert and format SmartArt graphics within a presentation
- Create photo albums and insert sound and video clips
- Set up custom slide shows, hyperlinks and action buttons
- Export outlines and slides to Word and graphic formats
- Merge, review and secure presentations for sharing

COURSE SYLLABUS

9 Modules, 57 Topics

01

2 Activities

Customizing Presentations

This module explains how to customize presentations in Microsoft PowerPoint.

TOPICS

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

02

Activity

Presentation Masters

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

TOPICS

- 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

03

Activity

Working with Special Effects

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

TOPICS

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

04**Activity**

Using SmartArt

This module explains how to use SmartArt in Microsoft PowerPoint.

TOPICS

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

05**2 Activities**

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

06**2 Activities**

Setting Up the Slide Show

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

TOPICS

- 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

07**Activity**

Outlines and Slides

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

TOPICS

Exporting Notes and Handouts to Word · Exporting an Outline to Word · Saving a Presentation as an Outline · Saving a Slide as a Graphic

08

Activity

Managing Multiple Presentations

This module explains how to manage multiple presentations.

TOPICS

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

09

2 Activities

Sharing and Securing a Presentation

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

TOPICS

- 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

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
		LAB: CUSTOMIZING PRESENTATIONS EXERCISES
01	Customizing Presentations	■ Adding a Background Image ■ Customizing Your Presentation
02	Presentation Masters	Lab: Using the Slide Master: Working with the Slide Master
03	Working with Special Effects	Lab: Applying Special Effects to a Presentation: Animate text and objects, work with the Animation Painter, set animation timing, and animate a chart
04	Using SmartArt	Lab: Working with SmartArt: Insert, modify, resize/reposition, format text, add shapes to, and ungroup SmartArt objects
		LAB: MULTIMEDIA EXERCISES
05	Multimedia	■ Creating and Modifying a Photo Album ■ Adding Video to a Presentation
		LAB: SETTING UP THE SLIDE SHOW EXERCISES
06	Setting Up the Slide Show	■ Presenting a Custom Show ■ Preparing the Slide Show

#	MODULE	ACTIVITY
07	Outlines and Slides	Lab: Exporting an Outline to Word: Export notes and handouts to Word, export an outline to Word, save a presentation as an outline, and save a slide as a graphic
08	Managing Multiple Presentations	Lab: Reviewing Changes in PowerPoint: Merge multiple presentations, reuse slides from other presentations, view multiple presentations, and track and manage changes in PowerPoint
09	Sharing and Securing a Presentation	LAB: SHARING AND SECURING EXERCISES ■ Sharing a Presentation ■ Securing a Presentation

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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