

KOENIG SOLUTIONS · COURSE OUTLINE

# Microsoft PowerPoint 2016 / 2019

Learn to create, format and finalise PowerPoint presentations with images, tables, charts, multimedia and animation.

**7**

MODULES

**54**

TOPICS

## COURSE OVERVIEW

This course covers creating a presentation in Microsoft PowerPoint and formatting its text and slides. It then explains working with images, tables and charts, followed by adding multimedia such as photo albums, sound and video. Slide transitions and animation effects are covered, along with slide show setup. The course concludes with finalising a presentation, including slide masters, custom shows and exporting.

## WHO THIS COURSE IS FOR

Office Administrators

Business Professionals

Presenters

Trainers

Administrative Assistants

## LEARNING OBJECTIVES

- Create and save a presentation in Microsoft PowerPoint
- Format text, bulleted lists and slide layouts
- Insert and format images, icons and shapes
- Build tables and charts from external sources
- Add photo albums, audio and video to a presentation
- Apply slide transitions and animation effects
- Configure slide show setup options
- Finalise a presentation using slide master and custom shows

# 7 Modules, 54 Topics

**01**

## 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

**02**

## 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

**03**

## 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

04

## 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

05

## Multimedia

*This module explains how 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

06

## Slide Transition & Animation

*This module explains how to manage Slide Transition & Animation*

### TOPICS

Slide Transition · Animation Effects · Adding Sounds to Presentation · Slide show setup

07

## Finalizing Presentation

*This module explains how to Finalize Presentation*

### TOPICS

Different Views · Adding Footer · Custom shows · Slide Master · Exporting presentation · Creating Video and outlines

#### 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](https://koenig-solutions.com)

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