

KOENIG SOLUTIONS • COURSE OUTLINE

MS PowerPoint Advanced Customized

Learn to customize, animate and finalize PowerPoint presentations using masters, SmartArt, multimedia and slide shows.

9

MODULES

54

TOPICS

17

HANDS-ON LABS

COURSE OVERVIEW

This course covers customizing presentations with themes, backgrounds and footers, then working with slide and handout masters. It moves on to special effects such as animation and motion paths, SmartArt graphics, and multimedia elements including photo albums, sound and video. The course also addresses setting up and running slide shows, managing multiple presentations, and finalizing presentations through spelling checks, transitions, speaker notes and printing.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- 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 modify SmartArt graphics within a presentation
- Create photo albums and insert sound and video clips
- Set up custom slide shows, hyperlinks and action buttons
- Manage multiple presentations by merging and tracking changes
- Finalize presentations with spelling checks, transitions and speaker notes

9 Modules, 54 Topics

01

3 Labs

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

Lab

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

Lab

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

Lab

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**3 Labs**

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

06**Lab**

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

07**3 Labs**

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

08**Lab**

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

Finalizing Microsoft PowerPoint Presentations

This module explains how to finalize Microsoft PowerPoint presentations.

TOPICS

Checking Spelling · Accessing Different Views of a Presentation · Organizing a Presentation in Sections · Adding Transitions to Slides · Adding Speaker Notes · Running a Slide Show · Printing a Presentation

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	Customizing Presentations	■ Customizing Presentations Exercises ■ Adding a Background Image ■ Customizing Your Presentation
02	Presentation Masters	Using the Slide Master
03	Working with Special Effects	Applying Special Effects to a Presentation
04	Using SmartArt	Working with SmartArt
05	Multimedia	■ Multimedia Exercises ■ Creating and Modifying a Photo Album ■ Adding Video to a Presentation
06	Working with Special Effects	Applying Special Effects to a Presentation
07	Setting Up the Slide Show	■ Setting Up the Slide Show Exercises ■ Presenting a Custom Show ■ Preparing the Slide Show
08	Managing Multiple Presentations	Reviewing Changes in PowerPoint
09	Finalizing Microsoft PowerPoint Presentations	■ Finalizing Presentation Exercises ■ Viewing the Presentation ■ Finalizing Your 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.

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