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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

PowerPoint 2019 Beginner

About this Course:

PowerPoint 2019 is the latest version of Microsoft's legendary presentation tool. Its jam-packed with enhancements to old, trusty features, along with a few new advancements. Heighten the quality of your presentations with PowerPoint 2019.

Course Objectives:

- In this course, we'll take a deep dive into some of PowerPoint's most useful features, like shape editing, SmartArt design, and grouping. Once the basics are covered, we'll explore the slide master and learn how to save a ton of time with templates. Finally, we'll go over Microsoft's freshest PowerPoint features, such as screen recordings, enhanced presentation mode, and the powerful morph transition.

Audience:

- Do you have a big presentation coming up? Increase your PowerPoint skills with our effective, easy-to-follow training. This course is designed for PowerPoint users of all skill levels. Learn tips and tricks, new features, and more to make your next presentation stand out.

Course Outline:

- Introduction
- Start Screen
- Ribbon
- Slides
- Text
- Text Boxes
- Bullets and Numbers
- Saving to OneDrive
- Slide Show
- Search
- Inserting and Arranging Pictures
- Aligning and Grouping Images
- Screenshot
- Transitions
- Animations
- Organizing Presentations with Slide Sorter
- Inspecting and Printing
- Conclusion