

Document Generated: 05/09/2026

Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 2 Hours

PowerPoint 2019 Advanced



About this Course:

PowerPoint 2019 is the latest version of Microsoft's legendary presentation tool. It's 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
- Introduction to the Slide Master
- Formatting the Slide Master
- Adding Slide Layouts to the Slide Master
- Saving Presentations as Templates
- Creating SmartArt
- Editing SmartArt
- Transitions
- Zoom
- Charts
- Comments
- Eyedropper
- Advanced Animations
- Screen Recordings
- Hyperlinking
- Exporting to PDF
- Uploading and Sharing via OneDrive
- Conclusion

Credly Badge:

Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:



- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)