Microsoft Office PowerPoint 2019: Part 1

Course Overview

This course will introduce students to Microsoft Office PowerPoint 2019, as well as teach them how to develop a PowerPoint presentation, perform advanced text editing operations, add and arrange graphical elements, modify graphical elements, and prepare to deliver a presentation.

Course Introduction **3**m
Course Introduction

Chapter 1 - Getting Started with PowerPoint 29m
Topic A: Navigate the PowerPoint Environment
What Is PowerPoint?
Slides
The Start Screen
The PowerPoint User Interface
The Ribbon
The Ribbon Tabs
Dialog Box Launchers
The Quick Access Toolbar
ScreenTips and KeyTips
Guidelines for Quick Access Toolbar Customization
The Thumbnails Pane
The Status Bar
Contextual Tabs
The Backstage View
The Open Screen
The Protected View
Demo - Navigating the PowerPoint 2019 User Interface
Topic B: View and Navigate a Presentation
Presentation Views – Normal
Presentation Views – Outline View
Presentation Views – Slide Sorter
Presentation Views – Notes Page
Presentation Views – Reading View
Color View Options
Slide Show Options
Demo - Viewing and Navigating a Presentation
Topic C: Use PowerPoint Help
PowerPoint Help
The Tell Me Feature
Demo - Using PowerPoint Help
Chapter 1 Review

Chapter 2 - Developing a PowerPoint Presentation 34m

Developing a PowerPoint Presentation
Topic A: Create and Save a Presentation
Methods to Create Presentations
Blank Presentation
Text Placeholders
Notes
The Save As Screen
Demo - Creating a Presentation from a Blank Presentation
Word Outline
Demo - Creating a Presentation from a Word Outline
Templates
Demo - Creating a Presentation from a Template
Topic B: Edit Text
Text Boxes
Text Selection Methods
The Mini Toolbar
The Cut, Copy, and Paste Options
The Clipboard
The Clipboard Paste Options
The Paste Special Command
Demo - Editing Text
Topic C: Work with Slides
Slide Actions
Slide Layouts
Types of Slide Layouts (Slide 1 of 2)
Types of Slide Layouts (Slide 2 of 2)
The Slide Size and Orientation Settings
Demo - Adding, Deleting, and Modifying Slides
Slide Arrangement
Demo - Arranging Slides
Topic D: Design a Presentation
Themes
Theme Components
Theme Variants
Background Styles
The Format Background Pane
Demo - Working with Themes
Chapter 2 Review

Chapter 3 - Performing Advanced Text Editing Operations 16m

Performing Advanced Text Editing Operations
Topic A: Format Characters
Character Formats
The Live Preview Feature
The Font Dialog Box
WordArt Styles
The Format Painter Tool
The Replace Font Option
Demo - Formatting Characters

Topic B: Format Paragraphs
Bulleted Lists
Numbered Lists
Guidelines for Effective Text Slides
Demo - Using Bulleted and Numbered Lists
Text Alignment Options
Vertical Text Alignment Options
Text Direction Options
The Text Options in the Format Shape Pane
The Autofit Feature
Paragraph Spacing Options
Text Indentation
Demo - Formatting Paragraphs
Chapter 3 Review

Chapter 4 - Adding and Arranging Graphical Elements 33m
Adding and Arranging Graphical Elements
Topic A: Insert Images
Pictures
The Online Pictures Command
The Screenshot Tool
The Photo Album Feature
Demo - Inserting Images into a Presentation
Topic B: Insert Shapes
Shapes
Rulers
Demo - Inserting Shapes
Topic C: Create SmartArt
SmartArt Graphics
The Choose a SmartArt Graphic Dialog Box
SmartArt Categories
The Text Pane
Demo - Adding SmartArt to a Presentation
Topic D: Insert Icons and 3D Models
Icons
3D Models
Demo - Inserting Icons and 3D Models
Topic E: Arrange and Size Objects
Object Selection Methods
The Object Resizing Methods
The Object Scaling Methods
The Object Orientation Options
The Grouping Feature
Demo - Grouping and Rotating Objects
Object Order
The Selection Pane
Object Alignment
Object Duplication
Smart Guides
Guides and Gridlines

Demo - Arranging Objects
Chapter 4 Review

Chapter 5 - Modifying Graphical Elements 43m
Modifying Graphical Elements
Topic A: Format Images
The Picture Tools Format Contextual Tab
Alternate Text
The Image Editor
The Remove Background Tool
Corrections
Color
The Set Transparent Color Option
Artistic Effects Gallery
The Image Compression Options
The Format Picture Pane
Picture Styles
The Crop Tool
Guidelines for the Effective Use of Images
Demo - Formatting Images
Topic B: Format Shapes
The Drawing Tools Format Contextual Tab
The Format Shape Pane
Shape Fills
The Eyedropper Tool
Shape Outlines
Shape Effects
Shape Styles
Custom Shapes
The Merge Shapes Feature
The Edit Points Tool
Demo - Formatting Shapes
Text Box Formatting Options
Demo - Formatting Text Boxes
Topic C: Customize SmartArt
The SmartArt Tools Contextual Tab
The SmartArt Tools Design Tab
The Convert to Shapes Option
The SmartArt Tools Format Tab
Demo - Customizing SmartArt
Topic D: Format Icons
The Graphics Tools Contextual Tab
Convert to Shape
Demo - Formatting Icons
Topic E: Format 3D Models
The 3D Model Tools Contextual Tab
3D Model Views
3D Model Object Controls
Pan & Zoom
Demo - Formatting 3D Models

Topic F: Animate Objects
Built-In Animation Effects
3D Animation Effects
Guidelines for the Effective Use of Animation
Demo - Animating Objects
Chapter 5 Review

Chapter 6 - Preparing to Deliver Your Presentation 22m
Preparing to Deliver Your Presentation
Topic A: Review Your Presentation
The AutoCorrect Feature Options
The Spelling Checker Feature
The Smart Lookup Feature
The Compatibility Checker Feature
The Accessibility Checker Feature
Demo - Reviewing Your Presentation
Topic B: Apply Transitions
Transitions
The Timing Group
Demo - Applying Transitions
Topic C: Print a Presentation
The Print Command
Full Page Slides
Notes Pages
Outlines
Handouts
Demo - Printing a Presentation
Topic D: Deliver Your Presentation
Presentation Options
Demo - Presenting a Slide Show
PowerPoint Presentation File Formats
Demo - Exporting a Presentation to a PDF File
Chapter 6 Review
Course Closure

Total Duration: 3h