

# Microsoft Office PowerPoint 2019: Part 2

## Course Overview

This course will teach students about customizing design templates, using ink to hand draw elements, adding tables, adding charts, working with media, building advanced transitions and animations, finalizing a presentation, customizing presentation navigation, and securing and distributing a presentation.

<b><u>Course Introduction</u></b>	3m
Course Introduction	
<b><u>Chapter 1 - Customizing Design Templates</u></b>	23m
Customizing Design Templates	
Topic A: Modify Slide Masters and Slide Layouts	
Slide Masters	
The Slide Master Tab	
Demo - Working with Slide Masters	
Custom Slide Layouts	
Custom Themes	
Guidelines for Modifying Slide Masters and Slide Layouts	
Demo - Creating a Custom Slide Layout	
Topic B: Modify the Notes Master and the Handout Master	
The Notes Master	
The Handout Master	
Demo - Modifying Notes Masters and Handout Masters	
Topic C: Add Headers and Footers	
Footers and Headers	
The Header and Footer Dialog Box	
Demo - Adding Headers and Footers	
Chapter 1 Review	
<b><u>Chapter 2 - Using Ink to Hand Draw Elements</u></b>	10m
Using Ink to Hand Draw Elements	
Topic A: Draw Objects	
Ink Drawings	
The Draw Tab	
Demo - Drawing Objects	
Topic B: Write Math Equations	
The Insert Equation Feature	
The Equation Tab	
The Ink Equation Dialog Box	
Demo - Writing Math Equations	
Chapter 2 Review	

### **Chapter 3 - Adding Tables**

17m

Adding Tables  
Topic A: Create a Table  
Tables  
Table Creation Options  
Table Navigation Methods  
Demo - Creating a Table  
Topic B: Format a Table  
The Table Design Tab  
The Layout Tab  
Table Styles  
Demo - Formatting a Table  
Table C: Insert a Table from Other Microsoft Office Applications  
Linking vs. Embedding  
The Insert Object Dialog Box  
Demo - Inserting a Microsoft Excel Worksheet  
Chapter 3 Review

### **Chapter 4 - Adding Charts**

19m

Adding Charts  
Topic A: Create a Chart  
Charts  
Chart Data  
The Insert Chart Dialog Box  
Chart Types  
Demo - Creating a Chart  
Topic B: Format a Chart  
The Chart Design Tab  
The Format Tab  
The Quick Access Chart Commands  
Chart Layouts  
Chart Styles  
Demo - Formatting a Chart  
Topic C: Insert a Chart from Microsoft Excel  
Demo - Inserting a Chart from Microsoft Excel  
Chapter 4 Review

### **Chapter 5 - Working with Media**

20m

Working with Media  
Topic A: Add Audio to a Presentation  
Audio File Formats  
The Audio/Video Controls  
Bookmarks  
The Playback Tab  
The Trim Audio Dialog Box  
Demo - Adding Audio to a Presentation  
Topic B: Add Video to a Presentation  
Video File Formats  
The Video Format Tab  
Poster Frames

Demo - Adding Video to a Presentation  
The Playback Tab  
Demo - Setting Video Playback Options  
Topic C: Add a Screen Recording  
Screen Recording  
Demo - Adding a Screen Recording  
Chapter 5 Review

**Chapter 6 - Building Advanced Transitions and Animations**

15m

Building Advanced Transitions and Animations  
Topic A: Use the Morph Transition  
The Morph Transition  
The Morph Naming Scheme  
Text Morphing  
Demo - Using the Morph Transition  
Topic B: Customize Animations  
The Animation Pane  
The Effect Options Dialog Box  
The Add Animation Command  
Animation Motion Paths  
Complex Object Animation  
Demo - Creating Custom Animation Effects  
Chapter 6 Review

**Chapter 7 - Finalizing a Presentation**

19m

Finalizing a Presentation  
Topic A: Collaborate on a Presentation  
Comments  
The Comments Pane  
Demo - Adding and Managing Comments  
The Compare Group  
The Revisions Pane  
Demo - Comparing and Merging Presentations  
Topic B: Annotate a Presentation  
The Presenter View  
Annotations  
Annotation Tools  
Demo - Annotating a Presentation  
Topic C: Record a Presentation  
The Rehearse Timings Feature  
The Recording Shortcut Menu  
The Record Slide Show Dialog Box  
Demo - Recording a Presentation  
Topic D: Set Up a Slide Show  
The Set Up Show Dialog Box  
Demo - Setting Up a Slide Show  
Chapter 7 Review

**Chapter 8 - Customizing Presentation Navigation**

12m

Customizing Presentation Navigation

Topic A: Divide a Presentation into Sections

Sections

Demo - Adding and Managing Sections

Topic B: Add Links

The Insert Hyperlink Dialog Box

Action Buttons

The Action Settings Dialog Box

Zoom Links

Demo - Adding Links to a Presentation

Topic C: Create a Custom Slide Show

The Custom Shows Dialog Box

The Define Custom Show Dialog Box

Demo - Creating a Custom Slide Show

Chapter 8 Review

**Chapter 9 - Securing and Distributing a Presentation**

15m

Securing and Distributing a Presentation

Topic A: Secure a Presentation

File Properties in the Backstage View

Password Protection

The Mark as Final Feature

Digital Signatures

Digital IDs

The Trust Center Dialog Box (Slide 1 of 2)

The Trust Center Dialog Box (Slide 2 of 2)

The Document Inspector Dialog Box (Slide 1 of 2)

The Document Inspector Dialog Box (Slide 2 of 2)

Demo - Securing a Presentation

Topic B: Create a Video or a CD

The Create a Video Option

Demo - Converting a Presentation to a Video

The Package for CD Dialog Box

Demo - Packaging a Presentation

Chapter 9 Review

Course Closure

**Total Duration: 2h 34m**