Ref : EB50-532

PowerPoint 2019

Graphical elements

Aim

This course aims to show you how to brighten up your presentations using graphical elements such as pictures, shapes, charts and SmartArt diagrams.
After pursuing this course, you will be able to add pertinent and professional items to your presentation in order to illustrate its contents.

Target audience	Level required	Estimated time to complete the essential modules
Any user who wants to discover or further their knowledge of PowerPoint's basics.	No prior knowledge of PowerPoint is necessary.	2h 30mn (the video sequences last 5 minutes, on average)

Course content

▸ **The essential modules**

PowerPoint 2019 – Graphical elements and pictures

🛍️
MEDIAplus
eLearning

This module offers interactive training consisting of 22 training videos and 22 exercises.

Insert graphical elements
• Selecting and deleting objects
• Moving objects
• Grid and guides
• Drawing shapes
• Copying and duplicating objects
• Resizing objects
• Modifying objects
• Formatting objects
• Formatting lines
• Applying effects to objects
• Creating a text box or WordArt object
• Formatting a text object
• Text effects
• Copying an object's format
• Grouping or ungrouping objects
• Rotating objects
• Aligning and distributing objects
• Changing the object's stacking order
• Inserting an object from another application

Insert pictures
- Formatting lines
- Formatting pictures
- Managing pictures

PowerPoint 2019 – Charts and diagrams

MEDIAplus eLearning

This module offers interactive training consisting of 9 training videos, 9 exercises and 1 additional resource.

Insert charts
- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Chart items and layout
- Formatting a chart
- Managing chart templates

Insert SmartArt diagrams
- Inserting a diagram
- Managing a diagram
- Formatting a diagram

Office 2019: the use cases

Excel, Word or PowerPoint with an Office 365 subscription

Video

This module offers to view a video lasting 22 minutes

Excel, Word or PowerPoint with an Office 365 subscription
- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organization
- Co-editing a file

▸ Complementary material

PowerPoint (2019 and Office 365 versions) – Reference book

Online book	This module includes digital course material.

▸ Complementary material

PowerPoint 2016 – Slide show creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

www.eni-elearning.com