Ref: EB50-505

# PowerPoint 2019

# Mastering the essentials

## Aim

Discover PowerPoint, learn to enter text, format slides, illustrate them with pictures and drawings. Print, animate and display your slideshow.

### Target audience

Any beginners or users with basic knowledge who wish to master PowerPoint's essential commands.

### Level required

No knowledge of PowerPoint is necessary. The user just needs to be acquainted with using the keyboard and mouse

#### **Estimated time**

to complete the essential modules

10h 00mn

(the video sequences last 5 minutes on average)

# Course content

# The essential modules

PowerPoint 2019 – Level 1: Essential skills



This module offers interactive training consisting of 33 training videos, 33 exercises and 5 additional resources.

## **Discover PowerPoint**

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Moving between slides
- Using PowerPoint's help

# Create your first slides

- Creating slides
- You need to know: Selecting, copying, moving
- Selecting and deleting slides
- You need to know: Saving files
- Saving a presentation
- You need to know: Text made easy
- Inputting text
- Undoing and redoing an action
- Copying and moving slides
- Selecting and editing text
- Notes page
- Spell checking
- Synonyms and translation
- Finding and replacing text



# Screen a slide show, or print it

- Playing the slide show
- Page layout and orientation
- Print preview and printing
- Creating a new presentation
- Themes and layouts

#### Improve the text's appearance

- You need to know: Formatting characters
- Character format
- Character font
- Character case
- Character size and spacing
- Paragraph alignment and columns
- Bulleted and numbered paragraphs
- Paragraph and line spacing
- Rulers
- Paragraph indents
- Managing tab stops
- Copying formats

# PowerPoint 2019 – Level 2: Intermediate skills



This module offers interactive training consisting of 43 training videos, 43 exercises and 1 additional resource.

#### Turn a speech into a slide show

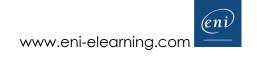
- Slide creation and text input in Outline view
- Managing the outline
- Moving text in an outline
- Creating a presentation from a Word document

## **Add illustrations**

- 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
- Copying an object's format
- Rotating objects
- Aligning and distributing objects
- Changing the objects' stacking order
- Grouping or ungrouping objects

# Add and manage areas for text and images

- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Inserting and saving a picture
- Formatting pictures
- Managing pictures



# Make the most of tables and diagrams

- Creating and inserting a table
- Table styles
- Editing and formatting a table
- Managing a table's rows and columns
- Managing a table's cells
- Inserting a diagram
- Managing a diagram
- Formatting a diagram

#### Do more with slides

- Creating a hyperlink
- You need to know: Headers and footers
- Headers and footers
- · Customising a theme

#### Master the masters

- Presenting the slide master
- Using slide masters
- Modifying layouts
- · Modifying placeholders in the master
- Using several masters
- The Notes Master
- The Handout Master

# Office 2019: the use cases

Excel, Word or PowerPoint with an Office 365 subscription



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 – Reference book



This module includes digital course material.

# PowerPoint 2019 - Level 3: Advanced skills



This module offers interactive training consisting of 34 training videos, 32 exercises and 5 additional resources.



# Enhance your presentations with graphic objects

- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Chart items layout
- Formatting a chart
- Managing chart templates
- Inserting an object from another application

#### Add some action

- Inserting slides from another presentation
- Sections
- Summary, slide and section zooms
- Inserting audio/video clips
- Managing audio/video clips
- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects

#### Presenting successfully

- Auto-scrolling slides
- Custom slide shows
- Choosing the slides for the slide show
- Setting up the slide show and the written comments

## Share and protect your presentations

- Creating a Package on a CD or in a folder
- You need to know: Import, export and interoperability with PowerPoint
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- Comments
- Comparing presentations
- Protecting a presentation with a password
- Finalising a presentation

#### Find out more...

- You need to know: Styles and templates
- Creating and using a presentation template
- Creating a photo album
- Digital signatures
- You need to know: Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: Best practice with a presentation program

