

# Microsoft PowerPoint 2019 Compact (PP19K)

ID PP19K Price 890.— €(excl. tax) Duration 2 days

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## This training includes:

- [Microsoft PowerPoint 2019 for Beginners \(PP19E\)](#)
- [Microsoft PowerPoint 2019 for Advanced Users \(PP19F\)](#)

## Course Content

### Microsoft PowerPoint 2019 for beginners

- 1 Get to know PowerPoint
- 2 Basic techniques
- 3 Getting started with film editing
- 4 Enter and design slide texts
- 5 Revise text content
- 6 Use views effectively
- 7 Create and design objects
- 8 Tables, WordArt, images and AV media
- 9 Control presentations
- 10 Print slides and accompanying material
- 11 PowerPoint individualisieren

### Microsoft PowerPoint 2019 for advanced learners

- 1 Planning presentations
- 2 Create slides with designs
- 3 Design templates professionally
- 4 Use appropriate colours and fonts
- 5 Designing individual slides
- 6 Using tables and diagrams on slides
- 7 Using graphics and formulas on slides
- 8 Designing slides with AV media
- 9 Using Excel functions in PowerPoint
- 10 Use animations
- 11 Produce professional supporting material
- 12 The optimal screen presentation
- 13 Presenting professionally

## Detailed Course Outline

### Microsoft PowerPoint 2019 for beginners

#### 1 Get to know PowerPoint

- 1.1 What is PowerPoint
- 1.2 PowerPoint starten
- 1.3 View presentation
- 1.4 Edit presentation
- 1.5 Print presentation
- 1.6 PowerPoint beenden

#### 2 Basic techniques

- 2.1 PowerPoint windows at a glance
- 2.2 Using the ribbon
- 2.3 Using PowerPoint Help
- 2.4 Undoing work
- 2.5 Saving and closing presentations
- 2.6 Creating and opening presentations

#### 3 Getting started with film editing

- 3.1 Creating slides with bulleted texts
- 3.2 Marking, overwriting and deleting slide texts
- 3.3 Assigning slide layouts
- 3.4 Working with multiple slides
- 3.5 Using slide designs
- 3.6 Foil size
- 3.7 Setting up footers
- 3.8 Exercise

#### 4 Enter and design slide texts

- 4.1 Handling text placeholders
- 4.2 Character formatting in text placeholders
- 4.3 Performing special character formatting
- 4.4 Formatting paragraphs
- 4.5 Using enumerations and numbering
- 4.6 Exercises

#### 5 Revise text content

- 5.1 Copying and moving texts with the mouse
- 5.2 Using the clipboard
- 5.3 Search and replace text elements
- 5.4 Use spell checker
- 5.5 Special features of text input
- 5.6 Exercise

#### 6 Use views effectively

- 6.1 Basic knowledge of views
- 6.2 Normal view
- 6.3 Outline view
- 6.4 Slide sorting view
- 6.5 Exercises

## 7 Create and design objects

- 7.1 Using visualizations
- 7.2 Basic object processing
- 7.3 Change object size and shape
- 7.4 Assigning shape and fill effects
- 7.5 Rotate and tilt objects
- 7.6 Labeling objects
- 7.7 Transfer properties or define as standard
- 7.8 Positioning objects precisely
- 7.9 Determining object order and visibility
- 7.10 Aligning and distributing objects
- 7.11 Exercise

## 8 Tables, WordArt, images and AV media

- 8.1 Create and edit tables
- 8.2 Designing text with WordArt text fields
- 8.3 Inserting images
- 8.4 Editing images
- 8.5 Using audio-visual media
- 8.6 Exercises

## 9 Control presentations

- 9.1 Starting slide shows
- 9.2 Using the instructor view
- 9.3 Controlling slide shows
- 9.4 Testing Presentations in Reading View
- 9.5 Making settings around the presentation
- 9.6 Using slide transitions
- 9.7 Using animation effects
- 9.8 Hide slides
- 9.9 Automate presentations
- 9.10 Exercises

## 10 Print slides and accompanying material

- 10.1 Using print preview
- 10.2 Create accompanying material
- 10.3 Exercise

## 11 PowerPoint individualisieren

- 11.1 Customizing the Toolbar for Access
- 11.2 Customizing the ribbon
- 11.3 Customizing PowerPoint Options

## Microsoft PowerPoint 2019 for advanced learners

### 1 Planning presentations

- 1.1 Preliminary considerations for creating presentations
- 1.2 Define objectives and target group
- 1.3 Compiling information
- 1.4 Organise information systematically
- 1.5 Timing
- 1.6 Selection of resources for the lecture
- 1.7 Determining the structure of a presentation
- 1.8 Creating an Outline with PowerPoint
- 1.9 Structuring presentations with sections

### 2 Create slides with designs

- 2.1 What are designs?
- 2.2 Assigning designs and design elements
- 2.3 Create and edit your own designs
- 2.4 Exercises

### 3 Design templates professionally

- 3.1 Basic information on the use of templates
- 3.2 Using design elements in the slide master
- 3.3 Dividing the space on the slide
- 3.4 Notes on the design of the slide master
- 3.5 Create additional masters
- 3.6 Using several masters
- 3.7 Creating an individual slide layout
- 3.8 Using Microsoft Office templates
- 3.9 Exercises

### 4 Use appropriate colours and fonts

- 4.1 Using colours
- 4.2 Selecting appropriate fonts
- 4.3 Assigning suitable font sizes
- 4.4 Designing presentations without barriers
- 4.5 Changing alignment and indents of paragraphs in the Master
- 4.6 Setting line and paragraph spacing in the master
- 4.7 Exercises

### 5 Designing individual slides

- 5.1 Notes on slide design
- 5.2 Designing texts on transparencies
- 5.3 Using appropriate character formatting
- 5.4 Designing diagrams
- 5.5 Inserting and designing additional slides
- 5.6 Create presentation slides
- 5.7 Navigating to sections with zoom functions
- 5.8 Adding comments to slides

- 5.9 Exercise

## **6 Using tables and diagrams on slides**

- 6.1 Designing tables
- 6.2 Editing tables individually
- 6.3 Designing diagrams
- 6.4 Exercise

## **7 Using graphics and formulas on slides**

- 7.1 Using graphics in presentations
- 7.2 Inserting graphics in PowerPoint
- 7.3 Create a photo album from graphics
- 7.4 Inserting mathematical formulas
- 7.5 Exercises

## **8 Designing slides with AV media**

- 8.1 Using AV media
- 8.2 Using videos
- 8.3 Edit videos
- 8.4 Using audio elements
- 8.5 Compress multimedia elements
- 8.6 Create screen recordings
- 8.7 Exercise

## **9 Using Excel functions in PowerPoint**

- 9.1 Creating an Excel spreadsheet in PowerPoint
- 9.2 Inserting an existing Excel table
- 9.3 Exercises

## **10 Use animations**

- 10.1 Use animations sensibly
- 10.2 Assigning animations
- 10.3 Customize animations
- 10.4 Timing animation sequences
- 10.5 Using animation paths
- 10.6 Animate diagrams
- 10.7 Animating SmartArt graphics
- 10.83 Animate D objects
- 10.9 Exercise

## **11 Produce professional supporting material**

- 11.1 Creating notes for the presentation
- 11.2 Designing and printing notes
- 11.3 Prepare handouts for the audience
- 11.4 Practical tips on notes and handouts
- 11.5 Exercise

## **12 The optimal screen presentation**

- 12.1 Hiding slides in the slide show
- 12.2 Using links in presentations
- 12.3 Navigating with zoom functions
- 12.4 Packaging screen presentations
- 12.5 Sharing slide shows
- 12.6 Using the instructor view
- 12.7 Special presentation options
- 12.8 Exercise

## **13 Presenting professionally**

- 13.1 What you should do before the presentation
- 13.2 Prepare presentation at the venue
- 13.3 Presenting professionally

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