



PowerPoint 2019 Level 2 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Customize slide layouts, add headers and footers.
- Use charts and tables to present data graphically and integrate objects from other Microsoft Office applications.
- Use graphics, audio, visual and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation.
- Add notes and annotations to slides; and use PowerPoint features to rehearse, package, and prepare slide shows for presentation.

This course is for students who want to enhance their existing PowerPoint skills to add themes, charts & tables, graphics and animation or to share information and package the presentation for use on another computer.

Course Content:

Customize Design Templates	Modify Slide Masters and Slide Layouts Modify the Notes Master and the Handout Master Add Headers and Footers
Enhancing Presentations with Tables	Create and Format a Table Insert a Table from other Microsoft Office applications Integrate a Dynamic Pivot Table from Excel
Enhancing Presentations with Charts	Create and Format a Chart Insert a Microsoft Excel Chart
Enhancing Presentations with Media	Add Audio and Video to a Presentation Add a Screen Recording
Building Advanced Transitions And Animations	Overview of Morph Transitions Use the Morph Transition Customize Animations
Finalizing a Presentation	Collaborate on a Presentation Annotate a Presentation Record a Presentation and set up a Slide Show
Customizing Navigation	Divide a Presentation into Sections Add Links within your Presentation Create a Custom Slide Show