



PowerPoint 2019 Level 1 Course Content

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Course Objectives:

- Identify PowerPoint 2019 screen elements and terms in preparation for making efficient use of the program.
- Start a new presentation based on templates or themes, and use outlines to organize the text of a presentation.
- Create a consistent look throughout your presentations by using and customizing themes and styles, and learn how to preview and print your presentations.
- Enhance your presentations by using PowerPoint 2019 slide layouts and text formatting tools.
- Use PowerPoint's features for organizing and editing the information in your presentations.
- Enhance presentations by adding and modifying WordArt, SmartArt, and clip art graphics.
- Produce on-screen slide shows.

This course is for students who are new to PowerPoint and want to create professional-looking presentations using slide layouts, slide masters, graphics and themes.

Course Content:

Getting Started with PowerPoint 2019	Understanding Presentation Concepts Opening / Closing Presentations Viewing / Navigating Presentations
Creating a New Presentation	Creating and Saving a New Presentation Organizing Text in Outlines
Working with Themes and Masters	Understanding Themes and Quick Styles Modifying Slide Masters Previewing and Printing a Presentation
Designing a Presentation	Applying Slide Layouts Formatting Text
Making Modifications	Formatting Bullets Reorganizing Text, Objects, and Slides Editing a Presentation
Enhancing Presentations with Objects	Adding and Modifying WordArt and SmartArt Adding and Managing Objects and Graphics
Producing a Presentation	Building a Slide Show Running a Slide Show