goskills

# Microsoft PowerPoint 2019

GoSkills online course syllabus

**Skill level**
Beginner

**Lessons**
39

**Accredited by**
CPD

**Pre-requisites**
None

**Versions supported**
2019 and earlier

**Video duration**
3h 19m

**Estimated study time**
17h

**Instructor**
Glen Millar

## Interface and Basics

### 1 Launching PowerPoint and Choosing a Theme

Use a professionally designed template to save time creating a presentation.

### 2 Adding Slides, Changing Layouts and Exploring the Outline

Add slides, which are the building blocks of a presentation, and understand how layouts can provide you with quick ways to insert content aligned on your slide.

### 3 Exploring PowerPoint's Views

The different PowerPoint views allow you to work on different parts of your presentation such as slides, slide thumbnails, text and running your presentation as a slideshow.

### 4 Getting Familiar with the Notes Pane

A very clever location to add extra text to a slide that your audience may not see, but you can use as an aid when presenting or as printed handouts.

### 5 Customizing the PowerPoint Interface

Find and add menu items and buttons that you frequently use to your ribbon or quick access toolbar to give you faster access to the PowerPoint features you probably use the most.

### 6 Changing Themes and Colors

Quickly change the colors, fonts, effects or design of your entire presentation in almost a single mouse click.

## Adding Text and Shapes

### 7 The Content Placeholder and Bullet Levels

Use placeholders to quickly add content to your slides including text, diagrams, and charts – so that you can later change the location and proportions of these objects, often with a single mouse click.

8 Formatting Text

Format text in your presentation so that it is legible and perhaps even pleasant to look at!

9 Adding and Manipulating Shapes

Add and work with shapes, which are one of the most important building blocks on a slide, including rectangles, ovals, and triangles.

10 Duplicate and Add Multiple Shapes

Reuse existing, formatted shapes to save time inserting shape content on your slides.

11 Align and Distribute Shapes

Align and distribute shapes (and other content) so that they are correctly positioned to quickly balance the content on your slides and prevent the same objects on different slides jumping to different locations during a slideshow.

12 Group and Ungroup Shapes

Group various shapes together into a single slide object to help you position the group of shapes in a specific location, while still gaining access to the size and formatting options available within PowerPoint for those individual shapes.

## Pictures

13 Working with Pictures

Since a picture is really worth 1000 words, add pictures, change their appearance and do so much more with these fundamental slide objects.

14 Remove Picture Backgrounds

Make the selected part of a picture transparent to either cleverly crop parts of the picture, or make parts of the picture transparent to overlay in front of other pictures without obscuring them.

15 Photo Album

Quickly add multiple pictures to a presentation even in the format of two or four pictures per slide.

## Info-graphics and Media

16 Introducing SmartArt

Insert, add text to, and format SmartArt graphics to quickly add diagrams to your presentation which will assist you to tell your story.

17 Adding and Editing Charts

Select the right chart for your data, add it to a slide, know the basics of editing charts and quickly format charts.

18 Advanced Chart Options

Understand and work with the tricky parts of charts such as axes and legends.

19 Structure Your Tables

Add tabular data to your presentation in the form of a table and change the table's appearance.

20 Adding Audio

Insert sound on your slides so that your presentation can play music, narration or other sound effects.

21 Adding Video

Insert video into your presentation and use various formatting options such as soft edges, or 3-D bevels to make your video really stand out.

## Animations and Transitions

22 Less is More

Have the confidence to know exactly what to animate without driving your audience crazy.

23 Basic Animation Types

Just like an actor, make objects enter the stage, exit, move around the stage and maybe even gain the attention of your audience in the correct way.

24 Events and Speed

Make your animated objects speed up or slow down, or play with or without your intervention, depending on which you desire.

25 Motion Path Animations

Make an object move along a defined or custom path to enhance the engagement of your audience or explain in animated form very complex topics.

26 Transitions

Add smooth or exciting transitions between slides to increase the smoothness and continuity of your slideshow into an almost movie-like format.

## Slide Tasks

27 Duplicating and Reordering Slides

Reuse existing slides in your current presentation to save development time, as well as changing the order in which your slides play within a slideshow.

28 Reusing and Copying Slides

Reuse existing slides from another presentation, and retain the theme of that presentation if you wish.

29 Working with Slide Sections

Group your slides into common concepts or thoughts to help build your storyline, as well is quickly move all of the slides within that group to a new area of your presentation.

30 Reset – the Magic Button

When you work extensively on a chart, picture or slide and it doesn't turn out exactly how you wish, quickly reset it back to what it was originally.

## Delivering Your Presentation

31 Printing Slides

Quickly print your slides professionally to give to your audience, or create PDFs to distribute either before or after the slideshow.

32 Rehearsing Slides

"Practice makes perfect" – so rehearse your slides and practice the delivery of your presentation.

33 Exploring Slide Show Options

Before you present your slideshow, set your show up to present in a variety of ways with the confidence that little will go wrong.

34 Using Presenter View

Use a special PowerPoint view so that even though your audience can only see the slide show, you can view slide timings, slide notes and even a preview of the next, upcoming slide.

## New Design Features

35 Morph Transitions

Use the Morph transition to move objects when presenting a slide show.

36 Insert Icons

Inserting icons from the internet on your computer.

37 3D Animations

Inserting 3D models from the internet or your computer.

38 Pre-Animated 3D Models

Inserting animated 3D models from the internet on your computer.

# 39 Insert Zoom Slides

Creating a summary slide to navigate to specific presentation sections during a slideshow.

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