

# COURSE OVERVIEW

**Course Category:**  
Desktop Productivity

**Course Name:**  
Microsoft PowerPoint  
2019 / 2021 / 365  
Advanced Features

**COURSE DURATION: 1 Day**

## Gauteng

3rd Floor, 34 Whiteley Road,  
Melrose Arch  
Johannesburg  
2196

## Gauteng


192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160

## Cape Town

1st floor, TBE, 3 Bridgeway,  
Bridgeway Precinct, Century City,  
7411

## Durban

9 Mountview Close  
Broadlands  
Mount Edgecombe  
Durban  
4302

 087 941 5764

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## COURSE OVERVIEW

The modern worker is often required to deliver interesting, informative, and memorable presentations.

Microsoft® PowerPoint provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all your available time.

The course covers PowerPoint 2019, 2021 and 365

## COURSE OBJECTIVES

By the end of this course, users should be able to:

- Customise design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Finalise a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

## TARGET AUDIENCE

This course is intended for students who have a foundational working knowledge of PowerPoint and wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

## PREREQUISITES

To ensure success, students should have experience using PowerPoint within the Windows® 10 operating system to create, edit, and deliver presentations.

## COURSE OUTLINE

### Module 1: Customise design templates

- Modify Slide Masters and Slide layouts
- Modify the Notes Master and the Handout Master
- Add headers and Footers

### Module 2: Add Tables

- Create a Table
- Format a Table
- Insert a Table from other Microsoft Applications

### Module 3: Add Charts

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

### Module 4: Work with Media

- Add audio to a presentation
- Add video to a presentation
- Add a screen recording

### Module 5: Build advanced Transitions and Animations

- Use the Morph Transition
- Customise animations

### Module 6: Finalise a presentation

- Review a presentation
- Enhance a live presentation
- Record a presentation
- Set up a Slide Show

### Module 7: Modify Presentation Navigation

- Divide the presentation into sections
- Add links
- Create a custom slide show

### Module 8: Secure and distribute a presentation

- Secure the presentation
- Create digital media

### Appendix A: Microsoft Outlook common keyboard shortcuts

### Appendix B: Guidelines for presentation design

## DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training