

## Microsoft Office PowerPoint 2019: Part 1

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### Course Summary

#### Description

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

#### Objectives

By the end of this course, students will be able to:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements.
- Format graphical elements.
- Prepare to deliver your presentation.

#### Topics

- Getting Started with PowerPoint 2019
- Developing a PowerPoint Presentation
- Performing Advanced Text Editing Operations
- Adding and Arranging Graphical Elements
- Modifying Graphical Elements
- Preparing to Deliver Your Presentation

#### Audience

This course is designed for students who wish to gain a foundational understanding of PowerPoint 2019 that is necessary to create and develop engaging multimedia presentations.

#### Prerequisite

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

#### Duration

One Day

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### Course Outline

- I. *Getting Started with PowerPoint 2019***
  - A. Navigate the PowerPoint Environment
  - B. View and Navigate a Presentation
  - C. Use PowerPoint Help
  
- II. *Developing a PowerPoint Presentation***
  - A. Create and Save a Presentation
  - B. Edit Text
  - C. Work with Slides
  - D. Design a Presentation
  
- III. *Performing Advanced Text Editing Operations***
  - A. Format Characters
  - B. Format Paragraphs
  
- IV. *Adding and Arranging Graphical Elements***
  - A. Insert Images
  - B. Insert Shapes
  - C. Create SmartArt
  - D. Insert Icons and 3D Models
  - E. Arrange and Size Objects
  
- V. *Modifying Graphical Elements***
  - A. Format Images
  - B. Format Shapes
  - C. Customize SmartArt
  - D. Format Icons
  - E. Format 3D Models
  - F. Animate Objects
  
- VI. *Preparing to Deliver Your Presentation***
  - A. Review Your Presentation
  - B. Apply Transitions
  - C. Print a Presentation
  - D. Deliver Your Presentation
  - Appendix A: Mapping Course Content to PowerPoint Associate (Office 365 and Office 2019): Exam MO-300
  - Appendix B: Microsoft Office PowerPoint 2019 Common Keyboard Shortcuts