

MICROSOFT POWERPOINT 2019: BASIC TO ADVANCED

Technical Hands-on Workshop

Enhance your skills on PowerPoint

Introduction

PowerPoint 2019 is the presentation program in the newest Microsoft Office 365 suite that allows you to create amazing slide presentations that can integrate images, video, narration, charts and more.

Objectives

In the Basic level, participants will learn and understand about how to create a new blank presentation and enhance the presentation.

In the advanced level, participants will be able to create presentation slides using Advance Presentation Techniques, movie and sounds and animation effects.

Upon a successful completion of this course, participants will be able to:

- Add graphical objects to a presentation
- Work with tables in a presentation
- Add charts to a presentation
- Add special effects to a presentation
- Customize a slide show
- Import object from Excel and Word
- Add Movie and Audio
- Animation effects
- Hyperlink
- Photo Album

Training Methodology

The lessons will be followed by a step-by-step sequence which has a specific start and a conclusion from Module A to Module K.

Training Duration

2 Full Days

Course Outline

Module A: Creating Presentations

- Getting Started
- Launching PowerPoint 2019
- Using the Quick Access Toolbar
- Opening & Closing Files
- Creating a New Presentation
- Creating a New Presentation from a Template
- Save vs. Save As
- Viewing Presentations
- Presentation Views
- Using Slide Show View

Module B: Enhancing Presentations

- Format Texts
- View Texts in Outline View
- Rearrange Slides in a Presentation
- Change Layout of a Slide
- Change Slide Design of a Presentation
- Change Background of a Slide
- Change Color Schemes of a Presentation
- Create Simple Drawings
- Insert Clip Art
- Create Graphs in Slides
- Insert WordArt

Module C: Setting Up & Delivering Slide Shows

- Navigating in Slide Show
 - Drawing Freehand in a Slide Show
 - Setting Slide Transitions
-

Module D: Printing Presentations

- Print Presentation with Different Options
- Insert Header and Footer to Print Outs

Module E: Manipulating Master View

Module F: Insert Art and Object

- Insert Tables
- Insert Charts
- Insert SmartArt
- Inserting Equations
- Inserting Text Boxes
- Creating Diagrams

Module G: Producing a Dynamic Slide Show

- Previewing Slides in Grayscale
- Animation Slide Text and Object
- Using Animation Painter
- Chart Animation
- Slide Transition
- Remove Slide Transition
- Creating and Editing a Custom Show
- Rehearsing Slide Timing
- Using other Slide Show Controls

Module H: Advance Presentation Techniques

Module I: Inserting Audio & Movie to Presentation

Module J: Saving & Sharing the Presentation

Module K: Creating Photo Albums, Pictures & Screenshot

Testimonials

"During those 2 days, I'm grateful that I've learnt new tips and tricks and I've also gained more knowledge thanks to the instructor. Well done!"

- Intel employee -

"The session was really great as I was able to learn new shortcuts that would definitely help to get things done faster."

- Intel employee -

"Great job to the trainer for conducting the training in a professional manner. The class was well conducted and he patiently assisted all the participants when we needed help."

- Intel Employee -

"The instructions were clear. The instructor was also very encouraging which really helped all of us during the session. Would definitely recommend!"

- Intel employee -

Award

- Best Trainer of the Year (98% positive rating)



2275
Students Taught
Year 2019



2404
Students Taught
Year 2020



165
Classes Taught
Year 2019



101
Classes Taught
Year 2020
F2F + Virtual

About Elite Indigo

Elite Indigo Consulting provides corporate training to the semiconductor and manufacturing industries. With a humble beginning of one founding member with passion and desire to share his 20 years of experiences in Smart Manufacturing for global manufacturing facilities, now, we have a strong and competent team of 20 members, all aligned with company mission, vision and core values.

Our Mission

"Transform Data into Insights - Leap Forward"

Our Vision

Be a Global Trusted Advisor in the Areas of Skills Development, Consultancy & Software Solutions specialising in Semiconductor & Manufacturing industries.

Our Core Values

