

PowerPoint 2019

Part 1: Get started with PowerPoint 2019

- Chapter 1: PowerPoint 2019 basics
- Chapter 2: Create and manage presentations
- Chapter 3: Create and manage slides

Part 2: Insert and manage slide text

- Chapter 4: Enter and edit text on slides
- Chapter 5: Present text in tables

Part 3: Insert and manage visual elements

- Chapter 6: Insert and manage simple graphics
- Chapter 7: Create and manage business graphics
- Chapter 8: Add sound and movement to slides

Part 4: Finalize presentations

- Chapter 9: Review presentations
- Chapter 10: Prepare and deliver presentations

Part 5: Use advanced PowerPoint functions

- Chapter 11: Work in PowerPoint more efficiently
- Chapter 12: Create custom presentation elements
- Chapter 13: Save and share presentations

Coverage of course contents will depend upon prior knowledge of the participant.