

Microsoft Office 2019 PowerPoint – Advanced Series!

Description

This course will teach students about customizing design templates, using ink to hand draw elements, adding tables, adding charts, working with media, building advanced transitions and animations, finalizing a presentation, customizing presentation navigation, and securing and distributing a presentation.

Course Modules:

Module 01: Customizing Design Templates

(Duration: 23 m)

1. Workbook
2. Customizing Design Templates
3. Topic A: Modify Slide Masters and Slide Layouts
4. Slide Masters
5. The Slide Master Tab
6. Demo – Working with Slide Masters
7. Custom Slide Layouts
8. Custom Themes
9. Guidelines for Modifying Slide Masters and Slide Layouts

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>

10. Demo – Creating a Custom Slide Layout
11. Topic B: Modify the Notes Master and the Handout Master
12. The Notes Master
13. The Handout Master
14. Demo – Modifying Notes Masters and Handout Masters
15. Topic C: Add Headers and Footers
16. Footers and Headers
17. The Header and Footer Dialog Box
18. Demo – Adding Headers and Footers
19. Chapter 1 Review
20. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Using Ink to Hand Draw Elements

(Duration: 10 m)

1. Workbook
2. Using Ink to Hand Draw Elements
3. Topic A: Draw Objects
4. Ink Drawings
5. The Draw Tab
6. Demo – Drawing Objects
7. Topic B: Write Math Equations
8. The Insert Equation Feature
9. The Equation Tab
10. The Ink Equation Dialog Box
11. Demo – Writing Math Equations
12. Chapter 2 Review
13. **Review Quiz (Number of attempts allowed: Unlimited)**

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>

Module 03: Adding Tables

(Duration: 17 m)

1. Workbook
2. Adding Tables
3. Topic A: Create a Table
4. Tables
5. Table Creation Options
6. Table Navigation Methods
7. Demo- Creating a Table
8. Topic B: Format a Table
9. The Table Design Tab
10. The Layout Tab
11. Table Styles
12. Demo- Formatting a Table
13. Table C: Insert a Table from Other Microsoft Office Applications
14. Linking vs. Embedding
15. The Insert Object Dialog Box
16. Demo- Inserting a Microsoft Excel Worksheet
17. Chapter 3 Review
18. Review Quiz (Number of attempts allowed: Unlimited)

Module 04: Adding Charts

(Duration: 19 m)

1. Workbook
2. Adding Charts
3. Topic A: Create a Chart
4. Charts

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>



TOIT TRAINING LLC

5. Chart Data
6. The Insert Chart Dialog Box
7. Chart Types
8. Demo- Creating a Chart
9. Topic B: Format a Chart
10. The Chart Design Tab
11. The Format Tab
12. The Quick Access Chart Commands
13. Chart Layouts
14. Chart Styles
15. Demo- Formatting a Chart
16. Topic C: Insert a Chart from Microsoft Excel
17. Demo- Inserting a Chart from Microsoft Excel
18. Chapter 4 Review
19. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Working with Media

(Duration: 20 m)

1. Workbook
2. Working with Media
3. Topic A: Add Audio to a Presentation
4. Audio File Formats
5. The Audio/Video Controls
6. Bookmarks
7. The Playback Tab
8. The Trim Audio Dialog Box
9. Demo- Adding Audio to a Presentation
10. Topic B: Add Video to a Presentation
11. Video File Formats
12. The Video Format Tab
13. Poster Frames
14. Demo- Adding Video to a Presentation
15. The Playback Tab

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>



TOIT TRAINING LLC

16. Demo- Setting Video Playback Options
17. Topic C: Add a Screen Recording
18. Screen Recording
19. Demo- Adding a Screen Recording
20. Chapter 5 Review
21. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 06: Building Advanced Transitions and Animations

(Duration: 15 m)

1. Workbook
2. Building Advanced Transitions and Animations
3. Topic A: Use the Morph Transition
4. The Morph Transition
5. The Morph Naming Scheme
6. Text Morphing
7. Demo- Using the Morph Transition
8. Topic B: Customize Animations
9. The Animation Pane
10. The Effect Options Dialog Box
11. The Add Animation Command
12. Animation Motion Paths
13. Complex Object Animation
14. Demo- Creating Custom Animation Effects
15. Chapter 6 Review
16. **Review Quiz (Number of attempts allowed: Unlimited)**

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>

Module 07: Finalizing a Presentation

(Duration: 19 m)

1. Workbook
2. Finalizing a Presentation
3. Topic A: Collaborate on a Presentation
4. Comments
5. The Comments Pane
6. Demo- Adding and Managing Comments
7. The Compare Group
8. The Revisions Pane
9. Demo- Comparing and Merging Presentations
10. Topic B: Annotate a Presentation
11. The Presenter View
12. Annotations
13. Annotation Tools
14. Demo- Annotating a Presentation
15. Topic C: Record a Presentation
16. The Rehearse Timings Feature
17. The Recording Shortcut Menu
18. The Record Slide Show Dialog Box
19. Demo- Recording a Presentation
20. Topic D: Set Up a Slide Show
21. The Set Up Show Dialog Box
22. Demo- Setting Up a Slide Show
23. Chapter 7 Review
24. **Review Quiz (Number of attempts allowed: Unlimited)**

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>

Module 08: Customizing Presentation Navigation

(Duration: 12 m)

1. Workbook
2. Customizing Presentation Navigation
3. Topic A: Divide a Presentation into Sections
4. Sections
5. Demo – Adding and Managing Sections
6. Topic B: Add Links
7. The Insert Hyperlink Dialog Box
8. Action Buttons
9. The Action Settings Dialog Box
10. Zoom Links
11. Demo – Adding Links to a Presentation
12. Topic C: Create a Custom Slide Show
13. The Custom Shows Dialog Box
14. The Define Custom Show Dialog Box
15. Demo – Creating a Custom Slide Show
16. Chapter 8 Review
17. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 09: Securing and Distributing a Presentation

(Duration: 15 m)

1. Workbook
2. Securing and Distributing a Presentation
3. Topic A: Secure a Presentation
4. File Properties in the Backstage View
5. Password Protection

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>



TOIT TRAINING LLC

6. The Mark as Final Feature
7. Digital Signatures
8. Digital IDs
9. The Trust Center Dialog Box (Slide 1 of 2)
10. The Trust Center Dialog Box (Slide 2 of 2)
11. The Document Inspector Dialog Box (Slide 1 of 2)
12. The Document Inspector Dialog Box (Slide 2 of 2)
13. Demo – Securing a Presentation
14. Topic B: Create a Video or a CD
15. The Create a Video Option
16. Demo – Converting a Presentation to a Video
17. The Package for CD Dialog Box
18. Demo – Packaging a Presentation
19. Chapter 9 Review
20. Course Closure
21. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

- On-demand video
- 9 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

<https://toittraining.com>