CONTINUING EDUCATION
Course Outline

Microsoft PowerPoint 2019

Today's audiences are tech savvy and accustomed to high-impact multimedia content. Learn how to use the vast array of features in PowerPoint, so you can create engaging, dynamic multimedia presentations. Topics include creating presentations; creating and modifying slide content; working with slide masters and layouts; formatting slides and text; inserting shapes and images; working with charts and tables; and printing your presentation.

Who Should Take This Course?

You will benefit most from this course if you want to accomplish basic workplace or personal tasks in PowerPoint 2019.

Course Objectives

- Opening and interacting with PowerPoint
- Saving and closing presentations
- Modifying the structure of a presentation
- Arranging and formatting a presentation's various elements
- Working with shapes and images
- Importing and creating charts and tables
- Creating custom slide presentations
- Creating WordArt from text
- About printing options

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills including Microsoft Windows proficiency

Course Content

Exploring the PowerPoint Environment
- Starting PowerPoint
- Identifying basic features of a presentation
- Exiting PowerPoint

Creating a Presentation
- Creating a blank presentation
- Creating a presentation from a template

Creating and Modifying Slide Content
- Inserting text on a slide
- Adding, deleting and hiding slides in a presentation
- Inserting a hyperlink
- Inserting shapes and images

Working with Slide Masters and Layouts
- Modifying the slide master
- Using the slide master to change a layout

Formatting Slides and Text
- Formatting text and applying text styles
- Applying slide backgrounds and text

Creating and Formatting Shapes
- Drawing shapes on a slide
- Modifying shapes on a slide
- Layering shapes on a slide

Working with Images
- Inserting images
- Resizing images
- Cropping images
- Adding effects to images
- Adding styles to images

Working with Charts
- Creating charts in your presentation
- Modifying charts in your presentation

Working with Tables
- Creating tables in your presentation
- Working with tables in your presentation

Slide Transitions
- Applying transition effects to all slides in your presentation
- Applying transition effects to one or more selected slides

Additional Text Options
- Importing and outlining from a Word document
- Importing a PDF file
- Creating WordArt from text

Printing
- Previewing your presentation before printing
- Working with Print Options
- Adjusting Print settings to print handouts, notes and individual slides
- Adding the Quick Print tool to the ribbon
- Adding the Quick Print tool to the Quick Access toolbar
- Printing your presentation

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can request a Course Completion/CEU letter online.

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Microsoft Office Essentials Certificate, you must take all five required courses, and *attend 100 percent of each course. If you complete a certificate program by taking courses individually (not through a series), you can request a Certificate of Completion online.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.