

E-LEARNING - POWERPOINT

PRODUCT INFORMATION - OFFICE 2019 / OFFICE 2016



With PowerPoint, you can easily create complex presentations. These presentations are based on slides. Templates help you to give your slides an individual layout. Animations make presentations more casual. Tables, charts, standard shapes, pictures and videos clearly present data, information and context.

Before you give a presentation, you should check and correct it. You can then use all available options for managing your presentation, such as saving or printing it for various purposes. During your talk, you can show the presentation as a slide show in full screen and use the tools in the Presenter view.

PARAMETERS

Version	3.5
Duration	5:55 h
Release	April 2019

TABLE OF CONTENTS

PRETEST

CREATING PRESENTATIONS

Creating end editing slides

Using templates

Using headers and footers

Creating and editing sections

Inserting and editing a text box

Notes

Chapter test

USING ANIMATIONS

Animate a slide transition

Animating objects

Chapter test

VIEW DATA

Inserting and editing tables

Inserting and editing Excel tables

Inserting and editing charts

Chapter test

EMBEDDING MEDIA

Working with graphics and pictures

Using guides and the ruler

Embedding and editing videos

Chapter test

REVIEWING AND CORRECTIONS

General

Working with comments

Tracking changes

Checking spelling and grammar

Chapter test

MANAGING PRESENTATIONS

Working with views

Editing the slide master

Saving a presentation

Printing a presentation

Chapter test

SLIDE SHOW

Giving a presentation

Using the Presenter view

Chapter test

FINAL TEST

30 Questions
