

PowerPoint 2019 – Level 1 Outline

Table of Contents

PowerPoint 2019 Level 1 – Introduction

Course Requirements

Components of the Manual

Training Files

What's New in PowerPoint 2019?

Lesson 1 - PowerPoint Basics

1.1 Looking At PowerPoint

1.3 Opening An Existing Presentation

1.4 Exploring PowerPoint's Views

1.5 Creating A Blank Presentation

1.6 Creating A Presentation Using Templates

1.7 Navigating A Presentation

1.8 Saving A Presentation

1.9 Adding Slides to A Presentation

1.10 Deleting Slides

1.11 Hiding Slides

1.12 Applying Themes to A Presentation

1.13 Inserting Sections

1.14 Setting PowerPoint Options

1.15 Using Tell Me to Obtain Help

1.16 Hiding the PowerPoint Ribbon 69

1.17 Closing A Presentation and Exiting PowerPoint

Lesson 1 Quiz

Lab 1 – On Your Own

Lesson 2 - Inserting and Modifying Text

2.1 Creating Headers and Footers

2.2 Entering Text Onto Slides

2.3 Using the Notes Pane

2.4 Copying Text from One Slide to Another

2.5 Moving Text from One Slide to Another

2.6 Formatting Text

2.7 Using Format Painter

2.8 Importing Text from Word

2.9 Using Bulleted Lists

2.11 Setting Paragraph Alignment

2.12 Adding Columns

2.14 Using Undo and Redo

Lesson 2 Quiz

Lab 2 – On Your Own

Lesson 3 - Working With Graphics

- 3.1 Adding Pictures from A File
- 3.2 Inserting Online Images
- 3.3 Adding Shapes
- 3.4 Adding Icons
- 3.5 Adding 3D Models
- 3.6 Formatting Drawing Objects
- 3.7 Formatting Text Boxes
- 3.8 Using the Format Shape Pane
- 3.9 Adjusting Graphics
- 3.10 Applying Image Effects
- 3.11 Cropping Images
- 3.12 Applying Picture Styles to Images
- 3.13 Using the Background Removal Tool
- 3.14 Using Drawing Tools
- 3.15 Drawing Simple Math Equations
- 3.16 Generating Complex Equations
- 3.17 Inserting SmartArt
- 3.18 Creating A Photo Album

Lesson 3 Quiz

Lab 3 – On Your Own

Lesson 4 - Manipulating Objects

- 4.1 Resizing and Moving Objects
- 4.2 Grouping Objects
- 4.3 Aligning Objects
- 4.4 Rotating Objects
- 4.5 Layering Objects
- 4.6 Working With Shapes
- 4.7 Inserting WordArt

Lesson 4 Quiz

Lab 4 – On Your Own

Lesson 5 - Tables and Charts

- 5.1 Inserting A Table
- 5.2 Applying Styles to A Table
- 5.3 Inserting/Deleting Rows & Columns
- 5.4 Adjusting the Width/Height of Rows & Columns
- 5.5 Formatting Table Borders
- 5.6 Applying Cell Shading to A Table
- 5.7 Inserting A Chart
- 5.8 Formatting A Chart
- 5.9 Changing the Chart Type
- 5.10 Inserting an Organization Chart
- 5.11 Modifying an Organization Chart

Lesson 5 Quiz

Lab 5 – On Your Own

Lesson 6 - Presentation Output

6.1 Previewing A Presentation

6.2 Slide Setup

6.3 Printing Slides

6.4 Printing Slide Outlines

6.5 Printing Speaker Notes

6.6 Printing Handouts

Lesson 6 Quiz

Lab 6 – On Your Own

Class Project

Index