

## Microsoft Office PowerPoint 2019/2021 – Part 1

### COURSE OVERVIEW

How do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft Office PowerPoint 2021 can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2021, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019)

### WHO SHOULD ATTEND?

This course is designed for participants who wish to gain a foundational understanding of PowerPoint 2021 that is necessary to create and develop engaging multimedia presentations.

### COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Create and deliver engaging PowerPoint presentations.
- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform text formatting.
- Add and arrange graphical elements.
- Modify graphical elements.
- Prepare to deliver presentations.

### KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Navigating the PowerPoint interface and workspace.
- Creating and managing presentation slides.
- Applying design themes and slide layouts.
- Inserting and formatting text, images, and shapes.
- Incorporating charts, tables, and multimedia elements.
- Using transitions and basic animations.
- Organizing presentations for clarity and flow.
- Preparing presentations for delivery and sharing.
- Introduction to tools for high-impact visual enhancement.
- Aligns with Microsoft Office Specialist Program exam objectives.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded