

## Microsoft Office PowerPoint 2019/2021 – Part 2

### COURSE OVERVIEW

Meetings, instruction, training, and pitches are all part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft PowerPoint 2021 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all your available time. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300

### WHO SHOULD ATTEND?

This course is intended for delegates who have a foundational working knowledge of PowerPoint 2021 and wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

### COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Use advanced tools and features in PowerPoint 2021 to create and deliver engaging presentations.
- Customize design templates.
- Add tables and charts.
- Work with the media.
- Build advanced transitions and animations.
- Finalize presentations.
- Modify presentation navigation.
- Secure and distribute presentations.

### KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Customizing design templates and slide masters.
- Using advanced formatting and design techniques.
- Incorporating multimedia and interactive elements.
- Applying advanced transitions and animations.
- Managing multiple presentations and slide libraries.
- Securing presentations with password protection and permissions.
- Reviewing and collaborating using PowerPoint tools.
- Preparing presentations for different delivery formats.
- Leveraging presenter tools for live delivery.
- Microsoft Office Specialist Program Exam MO-300 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