

PowerPoint, improvement for 2019 versions



BPC-135 2 Days (14 Hours)

Description

Thanks to the advanced features of PowerPoint 2019, your presentations can become even more dynamic. This training will allow you to discover and master the new features offered by this version.

Who is this training for ?

For whom

Audience wishing to improve their skills in PowerPoint 2019.

Prerequisites

- Good knowledge of the basic functionalities of PowerPoint 2019 or knowledge equivalent to that provided by the "PowerPoint 2019, getting started" course.

Training objectives

- Personalize your presentation with different masks Apply effects and styles to objects in a presentation Integrate multimedia elements into your presentation Create advanced diagrams with SmartArt Energize your presentation with transition and animation effects

Training program

L'ergonomie de l'outil

- Navigate the backstage menu.
- Identify the ribbon, tabs and command groups.
- Customize your environment.
- Reminder novelties

Les masques et la définition d'une ligne graphique

- Configure the slide master.
- Use multiple masters.
- Program the document master and that of the notes pages.
- Save like a model.

Les zones de texte et les formes

- Master the options of a text box (line spacing, margins, etc.).
- Apply effects and styles.
- Draw a shape.
- Align, space, group and ungroup

Les diagrammes et processus avancés

- Use the SmartArt library
- Create a complex process.

L'insertion d'objets externes et multimédias

- Insert an image, a plan, a diagram.
- Integrate an Excel chart with and without a link.
- Add and configure a sound, a video.
- Trim a video and add bookmarks.

La préparation et diffusion du diaporama

- Create custom animations.
- Create a dynamic summary.
- Animate and move several objects simultaneously.
- Configure transitions between slides .
- Use action buttons, insert hyperlinks.
- Create a presentation package.
- Turn your presentation into a video.

L'impression de la présentation

- Configure printing.
- Optimize the document mask.

Le travail collaboratif

- Stream the slideshow in web format.
- Present online using the Office service. Share a presentation.