Course information from ZandaX

Microsoft PowerPoint 2019 Intermediate

A premier Microsoft Powerpoint training course from ZandaX

Course duration: 3 hours of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✔ Tables
- ✔ SmartArt
- ✔ Enhancing Your Slides
- ✔ Sounds, Video and Themes
- ✔ Importing Data, Slide Masters & AutoCorrect
- ✔ Final Adjustments

What does our PowerPoint 2019 Intermediate course cover?

Build on Your PowerPoint Skills

This course is for people who are able to build a good presentation in PowerPoint, and want to do better, by adding features that will create a great impression on their audience.

When you have taken this course, your presentations will move to a new level, enhancing your message - and your credibility.

Please note that the course assumes you have a full understanding of what's covered in the Introduction course.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?
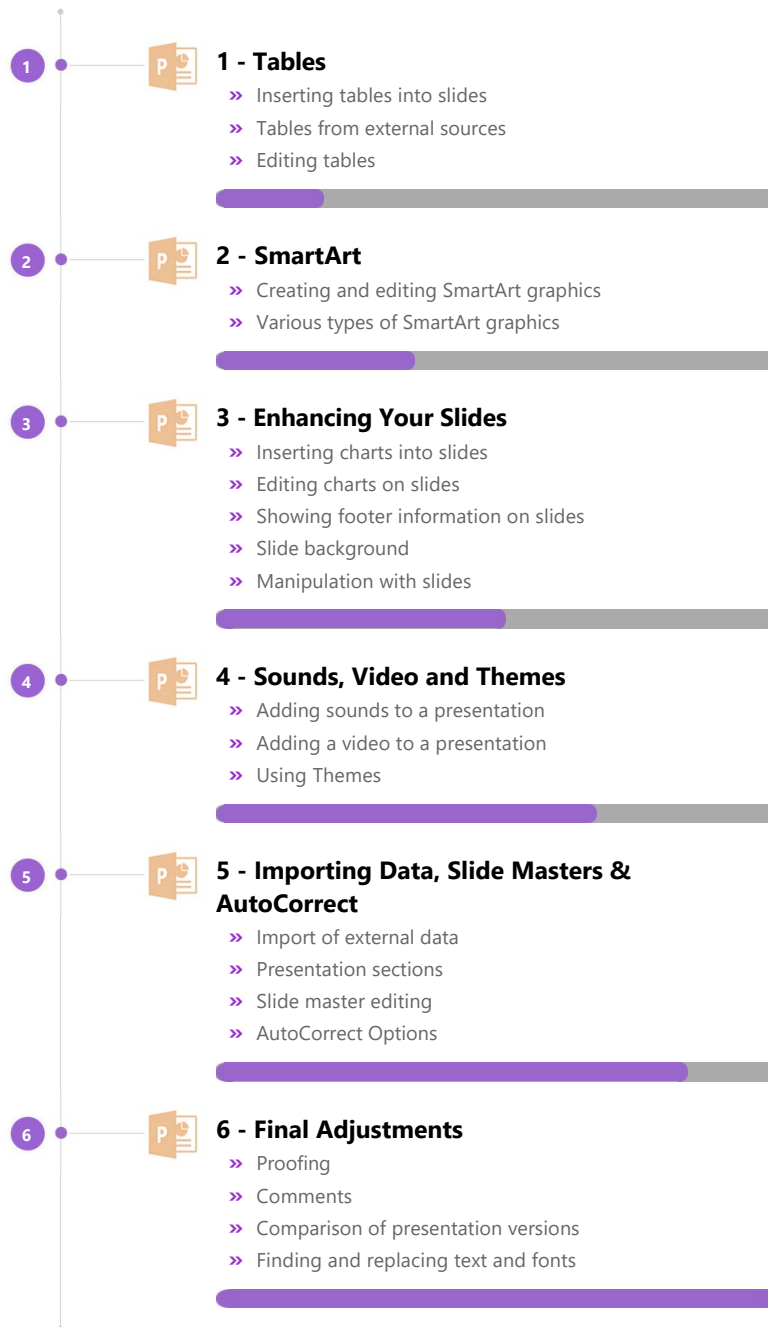
Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

Users with a good understanding of Microsoft PowerPoint who want to expand their capabilities in a short space of time.

Course content for Microsoft PowerPoint 2019 Intermediate

1 - Tables
- » Inserting tables into slides
- » Tables from external sources
- » Editing tables

2 - SmartArt
- » Creating and editing SmartArt graphics
- » Various types of SmartArt graphics

3 - Enhancing Your Slides
- » Inserting charts into slides
- » Editing charts on slides
- » Showing footer information on slides
- » Slide background
- » Manipulation with slides

4 - Sounds, Video and Themes
- » Adding sounds to a presentation
- » Adding a video to a presentation
- » Using Themes

5 - Importing Data, Slide Masters & AutoCorrect
- » Import of external data
- » Presentation sections
- » Slide master editing
- » AutoCorrect Options

6 - Final Adjustments
- » Proofing
- » Comments
- » Comparison of presentation versions
- » Finding and replacing text and fonts

More about the ZandaX Microsoft PowerPoint 2019 Intermediate course

Use PowerPoint to Add Power to Your Presentations

Our Intermediate PowerPoint course will enable you to take your presentations to a new level.

We show you how to utilise tables, charts and SmartArt -- all features that will enhance any presentation.

Then we take you further, teaching you how to add sound and video, before dealing with Themes and Slides.

We show you how to import data into PowerPoint, use Slide Masters, and proof your presentations.

So ask yourself: with all this on offer, you really con't afford not to take this course!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get accompanying exercises that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/powerpoint-2019-intermediate to view the latest details, including related courses, prices and quantity discounts.