



Microsoft

PowerPoint 2019

Advanced



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Incorporating tables and charts to make visual data representations is a common need in presentations today. With PowerPoint 2019 this can be made simple. You will learn how to create organisation charts and present them in an effective and clear way in our uniquely design advanced PowerPoint module.

When you need to deliver a presentation to different audience, do you create a different PowerPoint presentation files, containing many common slides? Updating these common slides means updating more than one presentation file. In our PowerPoint 2019 Advanced course you no longer need to do that, you only need to one presentation file for the different audience and we will show you how.

Are you using animation features only to animate objects and clipart for visual effects? Combining them with other PowerPoint features you can use PowerPoint for other useful purposes such as an information kiosk, a self-learning or revisionary tool, and beyond. EXPAND your horizon in our course!

This fun filled 1-day PowerPoint 2019 Advanced class comes with ample hands-on exercises to allow you to practice and enforce understanding.

This Course is For

Learners who have attended out Microsoft PowerPoint 2019 Basic to Intermediate module or for those who are well versed in those topics covered in their syllabus.

Public Sector: Division 1, 2 & 3

Private Sector: Applicable to All

Duration

1 Days (7 hours)

Course Fee (after GST)

\$214.00

Check the website for up-to-date course details and pricing



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKPA9** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



Course Outline

Insert Slides from Outline

- Create/Insert Slides from Word Outline

Working with Custom Shows

- Create a Custom Show
- Edit a Custom Show
- Renaming a Custom Show
- Remove/Execute a Custom Show

Working with Action Buttons

- Insert an Action Button
- Edit an Action Button
- Delete an Action Button
- Assign a Custom Show to an Action Button
- Assign a Hyperlink to a Presentation or Other File on an Action Button
- Apply Action Setting to Objects
- Limit User to Clicking Only Action Buttons

Working with Tables

- Insert a Table from the Insert Menu
- Insert a Table from the Slide Layout
- Edit a Table
- Import a Table from a Word Document

Working with Charts

- Insert a Chart from the Insert Tab / Slide Layout
- Edit a Chart
- Delete a Chart
- Import Excel Data and Charts

Working with Organisation Charts

- Insert an Organisation Chart
- Edit an Organisation Chart
- Delete an Organisation Chart

Applying Animations

- Apply Animation to an Object
- Apply Multiple Animations to an Object
- View a List of Animations Applied on an Object
- Set Effect Options
- Animate the Chart as a Whole Object
- Animate the Chart or Organisation Chart by Parts

Inserting Audio and Video Clips

- Insert Audio as an Object
- Include Background Music
- Insert an Online Audio
- Insert a Video Clip
- Set a Movie to Play Across Multiple Slides
- Switch from When Clicked to Automatic
- Insert an Online Video
- Trim a Video
- Use Bookmarks on an Audio or Video Clip
- Save PowerPoint Presentation as a Video File

Course Track

Microsoft PowerPoint 2019

Basic to Intermediate

↓
Advanced