



@ASK Training
Attitude | Skills | Knowledge

Microsoft PowerPoint 2019 – Advanced

Course Code:

ASKPA9

TPGateway Course Code:

TGS-2020502876

Course Duration:

1 day (8 hours), 9:00am – 5:00pm

Course Fee:

\$220 (\$239.80 Inc. 9% GST) per participant
SDF grant entitled, \$2/hr x 7hrs = \$14
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable

Skillsfuture Credit Claimable for Individual

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

Course Dates:

<https://asktraining.com.sg/course-schedule/>



Course Synopsis

Microsoft PowerPoint 2019 – Advanced is designed for participants to spice up the presentation slides with customised animations, use of multimedia (video & audio) clips, and customised show setup. It allows you to explore deeper into the features which makes your presentation more efficient and attractive to the audience.

Course Objectives

In the 1-day course, you will be able to:

- Insert and manage the Audio and Video used in your presentation slides.
- Deliver a Presentation on a Computer using the Laser Pointer, Pen, and Making Annotations.
- Use of Action Buttons to manipulate your presentation communication effectively from slides to slides.
- Record and rehearse your slideshow timing, create a Presentation kiosk and use of custom shows.
- Use the collaborative and distributing tools after finalising the Presentation slides.



Course Outline

Photo Album, Transition and Animation Effects

- Insert and Edit Photo Album
- Apply, Modify, Copy and Customize Transition and Animation Effect
- Previewing a Transition or Animation Effect

Working with Multimedia

- Insert & Record Audio Comments on a Slide
- Inserting Video from a File & Web
- Editing Media Playback
- Inserting and Using Bookmarks
- Compressing Media

Delivering a Presentation

- Delivering a Presentation on a Computer
- Using the Laser Pointer, Pen, and Making Annotations
- Using Presenter View
- Creating a Presentation that Runs by Itself
- Using Action Buttons
- Creating a Custom Show

Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide & Hide Slide
- Recording a Presentation
- Marking a Presentation as Final
- Packaging a Presentation
- Saving Presentations as Videos
- Password Protecting a Presentation

Using Collaboration and Distribution Tools

- Comparing and Merging Presentations
- Publishing Slides
- Creating Handouts using Microsoft Word
- Online Collaboration and Distribution
- Importing and Exporting an Outline
- Broadcasting Presentations

