



MICROSOFT TRAINING

Microsoft Powerpoint 2019 Training And Certification Course

Master Microsoft PowerPoint 2019 to create dynamic presentations that captivate audiences and achieve your communication goals.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Master the art of impactful visual communication with the Microsoft PowerPoint 2019 Training and Certification Course. This intermediate-level program is meticulously designed to elevate your presentation skills beyond basic slide creation, focusing on the sophisticated features and functionalities within PowerPoint 2019. You'll delve into advanced design principles, learn to integrate dynamic multimedia, harness data visualization tools like charts and SmartArt, and master animation and transition effects that captivate your audience.

This course emphasizes hands-on application, ensuring you gain proficiency in crafting compelling narratives and professional-grade presentations. You'll explore features such as theme customization, master slide management, advanced object manipulation, and effective use of speaker notes and presenter view. By leveraging PowerPoint 2019's powerful tools, you will transform mundane information into engaging visual stories, significantly improving your ability to convey ideas, influence decisions, and achieve your communication objectives.

Upon completion, you won't just know how to use PowerPoint; you'll be certified in leveraging it as a strategic tool for business and academic success. This certification validates your expertise, demonstrating to employers your capability to create, deliver, and manage high-quality presentations that stand out, boost your productivity, and enhance your professional credibility in any sector.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Slide Management & Structure

- Customizing Themes and Templates
- Working with Slide Master and Layouts
- Organizing Sections and Reusing Slides
- Applying Consistent Branding

02 Module 2: Enhancing Visual Impact with Objects

- Advanced Picture Formatting and Correction
- Working with Shapes and Text Boxes for Design
- Utilizing Grouping, Aligning, and Distributing Objects
- Introduction to 3D Models and Icons

03 Module 3: Integrating Multimedia and Hyperlinks

- Embedding and Linking Audio and Video Files
- Trimming and Editing Media within PowerPoint
- Creating Interactive Presentations with Hyperlinks and Action Buttons
- Screen Recording for Demonstrations

04 Module 4: Data Visualization with Charts & SmartArt

- Creating and Customizing Complex Charts
- Linking Charts to Excel Data
- Designing Professional SmartArt Graphics

- Converting Text to SmartArt

05 Module 5: Dynamic Delivery: Animations & Transitions

- Applying and Customizing Advanced Transitions
- Using Entrance, Emphasis, Exit, and Motion Path Animations
- Synchronizing Animations with Audio/Video
- Setting Up and Delivering Custom Slide Shows

06 Module 6: Collaboration & Advanced Presentation Tools

- Commenting and Reviewing Presentations
- Comparing and Merging Presentations
- Saving in Various Formats (PDF, Video, Handouts)
- Preparing for Print and Presenter View Mastery

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Marketing Coordinator / Brand Specialist**
- > **Business Analyst / Data Presenter**
- > **Training and Development Specialist / Corporate Trainer**

FREQUENTLY ASKED QUESTIONS

Q: Beyond basic slide creation, what specific advanced design principles will I master to make my presentations truly stand out?

This course will guide you through mastering advanced design principles such as effective use of Slide Masters and custom layouts for consistent branding, leveraging sophisticated image editing and object manipulation techniques, and employing 3D models and icons to create visually stunning and unique slides that capture audience attention and reinforce your message effectively.

Q: What are the prerequisites for this 'Intermediate' Microsoft PowerPoint 2019 course, and is it suitable if I only have basic PowerPoint experience?

This intermediate course assumes you have fundamental knowledge of PowerPoint, including creating basic slides, inserting text, and perhaps some simple images. While it's not a beginner course, our curriculum is structured to quickly review foundational concepts before diving deep into advanced features. If you're comfortable with the absolute basics, you'll be well-equipped to progress through the more complex topics and rapidly enhance your skills.

Q: How will this certification specifically benefit me in a role that involves presenting complex data, such as a Business Analyst?

For roles like a Business Analyst, this certification is invaluable. You'll gain expertise in transforming raw data into compelling visual narratives using advanced charting capabilities, linking presentations to live Excel data for dynamic updates, and utilizing SmartArt graphics to illustrate complex processes and relationships clearly. This skill set will empower you to present insights persuasively, drive data-driven decisions, and significantly elevate the impact of your analytical reports.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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