

# COURSE OVERVIEW

**Course Name:**  
Microsoft PowerPoint 2019:  
Level 2

**COURSE DURATION: 1 Day**

**Gauteng:**

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Melrose Arch  
Johannesburg  
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**Gauteng:**

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**Cape Town:**

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## COURSE OVERVIEW

Microsoft Office PowerPoint 2019 provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also do not consume all your available time.

## COURSE OBJECTIVES

In this course, you will use the advanced tools and features in PowerPoint to create and deliver engaging presentations.

You will

- Customize design templates.
- Use ink to hand draw elements.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Finalize a presentation.
- Customize presentation navigation.
- Secure and distribute a presentation.