

# COURSE OVERVIEW

**Course Name:**  
Microsoft PowerPoint 2019:  
Level 1

**COURSE DURATION: 1 Day**

**Gauteng:**

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**Cape Town:**

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## COURSE OVERVIEW

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2019, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2019 to begin creating engaging, dynamic multimedia presentations.

## COURSE OBJECTIVES

In this course, you will create and deliver an engaging PowerPoint presentation.

You will

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements.
- Format graphical elements.
- Prepare to deliver your presentation.