



## PowerPoint 2019 – Advanced

### Prerequisites:

**Completion of PowerPoint 2019—Introduction or equivalent experience with Microsoft PowerPoint. (See syllabus for PowerPoint 2019—Introduction class.)**

<b>Week (s)</b>	<b>Topic (s)</b>
<b>Week 1</b>	<ul style="list-style-type: none"><li>• <b>Customize design templates</b></li><li>• <b>Add tables</b></li><li>• <b>Add charts</b></li><li>• <b>Work with audio and video</b></li><li>• <b>Collaborate on presentation</b></li><li>• <b>Customize presentation delivery</b></li><li>• <b>Modify presentation navigation</b></li><li>• <b>Secure and distribute a presentation</b></li></ul>

**Note:** Book and practice files included. Students may bring their own USB drive (thumb drive) to save their work at the end of class, if desired.

**Note: Subject to Change**