



PowerPoint 2019 (MO-300) In Browser Labs

Product Id (204409)

🕒 1h 52m | 📁 Office 2019 | 📄 5 module(s) | 📶 All

✔ Has resources

The PowerPoint 2019 course teaches a step-by-step process of how to create and manage presentations and slides; insert and format text, shapes, and images; and apply transitions and animations. Techniques to insert tables, charts, SmartArt, 3D models, and other media are also taught. The PowerPoint 2019 course includes ways to create new presentations through using templates, themes, recent, and blank presentations. Users will improve their overall employability while preparing for the PowerPoint 2019 certification exam.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all

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Domain 1 - Manage Presentations	🕒 1h 11m 41s	Open
📁 PowerPoint 2019 Student Workbook		
Lesson 1 - Introduction & Modify Slide Masters	🕒 22m 13s	Open
Lesson 2 - Options, Views, and Print Settings	🕒 17m 33s	Open
Lesson 3 - Configure, Present, and Collaborate	🕒 31m 55s	Open
📄 PowerPoint 2019 Domain 1 Post-Assessment		
Domain 2 - Manage Slides	🕒 35m 41s	Open

Lesson 1 - Insert Slides	🕒 14m 33s	Open
Lesson 2 - Modify, Order, and Group Slides	🕒 21m 8s	Open
📄 PowerPoint 2019 Domain 2 Post-Assessment		
Domain 3 - Insert and Format Text, Shapes, and Images	🕒 51m 20s	Open
Lesson 1 - Format Text, Insert Links, and Format Images	🕒 24m 33s	Open
Lesson 2 - Insert and Format Graphic Elements, Order and Group Objects on Slides	🕒 26m 47s	Open
📄 PowerPoint 2019 Domain 3 Post-Assessment		
Domain 4 - Insert Tables, Charts, SmartArt, 3D Models, and Media	🕒 34m 29s	Open
Lesson 1 - Insert, Format, and Modify Tables and Charts	🕒 15m 51s	Open
Lesson 2 - Insert and Format SmartArt Graphics; Insert, Modify, and Manage 3D Models and Media	🕒 18m 38s	Open
📄 PowerPoint 2019 Domain 4 Post-Assessment		
Domain 5 - Apply Transitions and Animations	🕒 27m 44s	Open
Lesson 1 - Apply and Configure Slide Transitions	🕒 6m 15s	Open
Lesson 2 - Animate Slide Content and Timing Transitions	🕒 21m 29s	Open
📄 PowerPoint 2019 Domain 5 Post-Assessment		

Our Why

It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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