2019-2020

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Miami Beach Senior High School



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PowerPoint 2019

Study Guide

This Guide is to help you to learn Microsoft 2019 PowerPoint. Follow and complete all the tasks successfully and you will have the opportunity to take the Microsoft PowerPoint 2019 Industry Certification Test and pass. Keep up with the information, and this will keep track of assignments that need to be turned in and keep track of due dates. You can move ahead of the track if you like, Good luck and enjoy PowerPoint 2019!

**** <https://edu.gcfglobal.org/en/powerpoint/>

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| --- | --- | --- | --- |
| Lesson # | Assignment | Due Date | Grade |
| 0 | GMetrix PowerPoint 2019 Baseline Test |  |  |
| **PowerPoint Basics** |
| 1 | Getting Started with PowerPoint |  |  |
| 2 | Understanding OneDrive  |  |  |
| 3 | Creating and Opening Presentations  |  |  |
| 4 | Saving Presentations |  |  |
| **Working with Slides** |
| 5 | Slide Basics When completed upload assignment to Edmodo for grade. |  |  |
| 6 | Text Basics  |  |  |
| 7 | Applying Themes When completed upload assignment to Edmodo for grade. |  |  |
| 8 | Applying Transitions  |  |  |
| 9 | Managing Slides  |  |  |
| 10 | Using Find & Replace When completed upload assignment to Edmodo for grade. |  |  |
| 11 | Printing  |  |  |
| 12 | Presenting Your Slide Show  |  |  |
| GMetrix | PowerPoint 2019 Create and Manage Presentations Training |  |  |
| GMetrix | PowerPoint 2019 Create and Manage Presentations Test |  |  |
| **Text and Objects** |
| 13 | Lists |  |  |
| 14 | Indents and Line Spacing  |  |  |
| 15 | Inserting Pictures When completed upload assignment to Edmodo for grade. |  |  |
| 16 | Formatting Pictures |  |  |
| 17 | Shapes  |  |  |
| 18 | Aligning, Ordering, and Grouping Objects When completed upload assignment to Edmodo for grade.  |  |  |
| 19 | Animating Text and Objects  |  |  |
| GMetrix | PowerPoint 2019 Insert and Format Text, Shapes, and Images Training |  |  |
| GMetrix | PowerPoint 2019 Insert and Format Text, Shapes, and Images Test |  |  |
| **More Objects** |
| 20 | Inserting Videos  |  |  |
| 21 | Inserting Audio  |  |  |
| 22 | TablesWhen completed upload assignment to Edmodo for grade. |  |  |
| 23 | Charts  |  |  |
| 24 | SmartArt Graphics When completed upload assignment to Edmodo for grade. |  |  |
| 25 | Checking Spelling and Grammar  |  |  |
| 26 | Reviewing Presentations  |  |  |
| 27 | Inspecting and Protecting Presentations  |  |  |
| GMetrix | PowerPoint 2019 Insert Tables, Charts, Smart Art and Media Training |  |  |
| GMetrix | PowerPoint 2019 Insert Tables, Charts, Smart Art and Media Test |  |  |
| **Customizing Your Presentation** |
| 28 | Modifying Themes  |  |  |
| 29 | Slide Master View  |  |  |
| 30 | Hyperlinks When completed upload assignment to Edmodo for grade. |  |  |
| 31 | Action Buttons  |  |  |
| 32 | Rehearsing and Recording Your Presentation  |  |  |
| 33 | Sharing Your Presentation Online  |  |  |
| GMetrix | PowerPoint 2019 Apply Transitions and Animations Training |  |  |
| GMetrix | PowerPoint 2019 Apply Transitions and Animations Test |  |  |
| **Extras** |
| 31 | Buying Office 2019  |  |  |
| 32 | New Features in Office 2019  |  |  |
| GMetrix | PowerPoint 2019 Manage Slides Training |  |  |
| GMetrix | PowerPoint 2019 Manage Slides Test |  |  |
| GMetrix | PowerPoint 2019 Certification Review Training |  |  |
| GMetrix | PowerPoint 2019 Certification Review Test |  |  |

Notes: