

Document Generated: 01/14/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **February 4, 2026**

Microsoft Office PowerPoint 2021: Part 2



About This Course:

Microsoft Office PowerPoint 2019: Part 2 is an intermediate-level course designed for users who are already comfortable with the basics of PowerPoint. This course takes your skills further by teaching you how to enhance presentations with

advanced design techniques, custom slide masters, multimedia integration, animations, and interactive navigation elements.

Course Objective:

- Customize presentation templates using Slide Master view and themes
- Apply advanced animations and transitions to enhance visual flow
- Embed and manage multimedia elements such as video and audio
- Use hyperlinks, action buttons, and sections for interactive slide navigation
- Collaborate on presentations and track revisions
- Prepare and rehearse presentations for confident delivery

Audience:

- PowerPoint users who have completed a beginner-level course or have equivalent experience
- Business professionals creating client presentations or internal reports

Prerequisites:

- None

Course Outline:

- Customize design templates using Slide Master and Themes
- Add and control multimedia elements such as audio and video
- Apply advanced animation and transition effects
- Use hyperlinks, action buttons, and sections for interactive navigation
- Collaborate on presentations and manage feedback using comments and version history

- Deliver polished, professional presentations with confidence