

## **Microsoft PowerPoint 2019 – Level 1: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2019

### ■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system</b>	Windows 10, Windows Server 2019
<b>Processor</b>	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
<b>Disk space</b>	4.0 GB of available disk space
<b>Memory</b>	4 GB RAM; 2 GB RAM (32-bit)
<b>Display and Graphics Hardware</b>	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using PowerPoint Help**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **P191en\_data.exe** for this course to install the class data to the **C:\P191en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>Review1</b>	<b>.pptx</b>	Chapter 1 <b>Review Exercise</b>
<b>Worldshop2</b>	<b>.pptx</b>	Section 2.2 <b>Organizing Presentation Text as an Outline</b> , in the exercise <b>Working in an Outline</b>
<b>Review2</b>	<b>.pptx</b>	Chapter 2 <b>Review Exercise</b>
<b>Worldshop3</b>	<b>.pptx</b>	Section 3.1 <b>Understanding Themes and Quick Styles</b> , in the exercise <b>Changing Presentation Themes, Theme Colours, and Background Styles</b>
<b>Review3</b>	<b>.pptx</b>	Chapter 3 <b>Review Exercise</b>
<b>Worldshop4</b>	<b>.pptx</b>	Section 4.1 <b>Applying Slide Layouts</b> , in the exercise <b>Adding Slides and Entering Text</b>
<b>Accounts</b>	<b>.pptx</b>	Section 4.2 <b>Formatting Text</b> , in the exercise <b>Working with Tab Stops</b>
<b>Review4</b>	<b>.pptx</b>	Chapter 4 <b>Review Exercise</b>
<b>Worldshop5</b>	<b>.pptx</b>	Section 5.1 <b>Working with Bulleted and Numbered Lists</b> , in the exercise <b>Working with Bullets and Numbering</b>
<b>Review5</b>	<b>.pptx</b>	Chapter 5 <b>Review Exercise</b>
<b>Worldshop6</b>	<b>.pptx</b>	Section 6.1 <b>Adding and Modifying WordArt</b> , in the exercise <b>Using WordArt</b>
<b>Graph Chart Icon</b>	<b>.jpg</b>	Section 6.4 <b>Adding and Customizing Graphics</b> , in the exercise <b>Working with Online and Local Images</b>
<b>Review6</b>	<b>.pptx</b>	Chapter 6 <b>Review Exercise</b>
<b>Worldshop7</b>	<b>.pptx</b>	Section 7.1 <b>Building Slide Shows</b> , in the exercise <b>Working with Transitions and Slide Timings</b>
<b>Review7</b>	<b>.pptx</b>	Chapter 7 <b>Review Exercise</b>

The **C:\P191en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Getting Started with PowerPoint 2019</b>	<b>65 min</b>
1.1 Understanding Presentation Concepts	15 min
1.2 Getting Started	10 min
1.3 Creating and Saving Presentations	10 min
1.4 Opening and Closing Presentations	10 min
1.5 Viewing and Navigating Presentations	10 min
Review Exercise	10 min
<b>Creating and Organizing Presentations</b>	<b>55 min</b>
2.1 Creating New Presentations	20 min
2.2 Organizing Presentation Text as an Outline	20 min
Review Exercise	15 min
<b>Working with Themes and Masters</b>	<b>65 min</b>
3.1 Understanding Themes and Quick Styles	15 min
3.2 Modifying Slide Masters	20 min
3.3 Previewing and Printing Presentations	15 min
Review Exercise	15 min
<b>Designing Presentations</b>	<b>65 min</b>
4.1 Applying Slide Layouts	25 min
4.2 Formatting Text	25 min
Review Exercise	15 min
<b>Modifying Presentations</b>	<b>65 min</b>
5.1 Working with Bulleted and Numbered Lists	25 min
5.2 Reorganizing Text, Objects, and Slides	25 min
Review Exercise	15 min
<b>Enhancing Presentations with Objects</b>	<b>70 min</b>
6.1 Adding and Modifying WordArt	15 min
6.2 Adding and Formatting SmartArt	10 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
6.3 Adding and Managing Objects	15 min
6.4 Adding and Customizing Graphics	15 min
Review Exercise	15 min
<b>Producing Presentations</b>	<b>35 min</b>
7.1 Building Slide Shows	10 min
7.2 Running Slide Shows	10 min
Review Exercise	15 min