



## PowerPoint – Creating a presentation with method

### Description

Presentations are powerful tools for communicating ideas, inspiring the audience, and achieving your goals. However, to create an impactful presentation, it is essential to follow a methodical approach. Throughout this training, we will explore techniques and best practices for designing compelling slides, organizing your ideas coherently, and captivating your audience from start to finish.

### Course Content

#### Module 01: Environment and Slideshow

- Recognizing the different display modes
- Creating a presentation from an outline
- Working in outline mode
- Inserting headers and footers
- Inserting sections
- Changing the orientation of slides
- Saving in PDF format
- Mastering printing options
- Configuring slide show mode

#### Module 02: Managing paragraphs and tables

- Managing font styles
- Modifying character spacing and line spacing
- Applying text effects
- Splitting text into columns
- Entering text in a form
- Using tabs
- Using the thesaurus and spell checker
- Applying/modifying table styles

#### Module 03: Managing Complex Graphic Objects

- Inserting various graphic objects (graph, SmartArt diagram)
- Inserting complex shapes (connectors, bubbles, etc.)

- Modifying the order of objects (background, foreground)
- Use the Selection pane
- Crop an image
- Duplicate an object
- Applying a simple animation such as a predefined trajectory to a text or an object

#### **Module 04: Design/Creation Ribbon**

- Applying a background
- Use template variants
- Change theme colours
- Change theme fonts

#### **Lab / Exercises**

- Practice exercises will be given at the end of each module

#### **Documentation**

- Digital course material included

#### **Participant profiles**

- PowerPoint users who want to become more efficient when creating their presentations

#### **Prerequisites**

- To know how to use the basic functions of the software such as opening a presentation, creating a slide, simple page layouts

#### **Objectives**

- Create a PowerPoint presentation with a good methodology
- Lay out your texts in the most suitable way
- Insert, manage and animate complex graphic objects (graphics, SmartArt, connectors, etc.)
- Use all the features of the Design/Create ribbon

#### **Niveau**

Intermédiaire

#### **Classroom Registration Price (CHF)**

750

#### **Virtual Classroom Registration Price (CHF)**

700

#### **Duration (in Days)**

1

#### **Reference**

MOP-11