



PowerPoint – Broadcasting your presentation

Description

Once you have crafted a captivating and impactful presentation, it is essential to master the art of delivering it effectively to your audience. Whether you are giving an in-person or online presentation, or sharing your slideshow online, this course will provide you with essential techniques and strategies to confidently convey your message.

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Course Content

Module 1: File Menu (Backstage mode)

- Managing printing options
- Recognizing the different PowerPoint file formats
- Customizing the display
- Customizing the automatic saving
- Knowing the protection tools

Module 2: Slide show

- Mastering the different presentation modes (Slideshow, Presenter, Playback)
- Create an auto-run presentation
- Create and manage custom slideshows

Module 3: Delivery modes

- Broadcasting a slide show in a loop
- Broadcasting a presentation online
- Managing different compatibility modes
- Merging and comparing presentations
- Mastering all presentation options (zoom, laser pointer simulation, annotation)

Lab / Exercises

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

Documentation

- Digital course material included

Participant profiles

- Anyone who has to broadcast a PowerPoint presentation

Prerequisites

- To know how to create a presentation

Objectives

- Manage the File menu
- Manage slideshows
- Manage broadcast modes

Niveau

Avancé

Duration (in Days)

0.5

Reference

MOP-22