



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.

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

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOP-22