



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