

# 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

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Intermédiaire
Classroom Registration Price (CHF)
750
Virtual Classroom Registration Price (CHF)
700
Duration (in Days)
1
Reference
MOP-11
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