



# PowerPoint – Making your presentation effective

## Description

Whether you are a beginner or experienced with PowerPoint, this training will provide you with the tools and knowledge needed to create engaging presentations that will captivate your audience and reinforce your message.

## Course Content

### Module 1: Text Management

- Inserting WordArt and managing WordArt styles
- Inserting symbols and special characters
- Text orientation
- Managing table style options
- Inserting a background in a table
- Using text or objects?
- Pitfalls to avoid

### Module 2: Managing objects

- Inserting and managing a video and/or audio file
- Inserting objects from Office applications
- Organizing objects (alignment, grouping/ungrouping)
- Retouching an image
- Editing a video or audio file
- Modifying shapes in Edit Points mode

### Module 3: Animating your presentation

- Applying several animation effects to an object
- Customizing effect options
- Modifying/deleting animation effects
- Modifying the order of animation effects
- Defining the timing and triggering of an animation effect
- Animations and transitions, which are the most effective?

## Lab / Exercises

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

### **Documentation**

- Digital course material included

### **Participant profiles**

- Anyone who have to use PowerPoint features in their professional activity in order to create effective and dynamic presentations

### **Prerequisites**

- To know how to create a presentation
- To know how to apply professional communication rules

### **Objectives**

- Create a presentation with a striking layout
- Manage any type of object (audio, video, image, graphic...)
- Apply and manage all types of animation and transition and choose the most appropriate ones

### **Niveau**

Avancé

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

750

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

700

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

1

### **Reference**

MOP-21