



PowerPoint – Working with masks, templates and themes

Description

This course will enable you to create your own presentation templates using slide masks and layouts with Microsoft PowerPoint.

Course Content

Module 1: Creating Masks

- Working in Mask mode
- Managing placeholders in Mask mode for slides
- Creating a mask and slide layouts
- Discovering the Slide Mask mode
- Editing the Document Mask
- Editing the Comment Page Mask

Module 2: Creating themes

- Apply a theme
- Determine the theme to use by default
- Customize the colors of a theme
- Customize the fonts of a theme
- Customize the effects of a theme
- Save a theme
- Customize a background
- Create and save a template

Lab / Exercises

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

Documentation

- Digital course material included

Participant profiles

- Users who want to deepen their knowledge of PowerPoint

- Users who want to create templates with masks and slide layouts

Prerequisites

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

Objectives

- Use and manage slide masks and layouts
- Create and customise themes and templates

Niveau

Avancé

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOP-23