



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