



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.

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

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

Duration (in Days)

0.5

Reference

MOP-23