

PowerPoint - Simple and professional design

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Acquire theoretical knowledge about the important elements of a presentation
- Use the different elements to design an effective presentation

Summary

This training allows you to acquire the theoretical knowledge of the important elements of a presentation and to use the different elements to design an effective and professional presentation.

Course outline

Chapter 1 - Getting Started with PowerPoint

- Creating an Effective Presentation
- Asking the Right Questions
- Using the Creation Process
- Gathering Data

Chapter 2 - PowerPoint Overview

- Recognizing Interface Elements and Display Modes
- Identifying Work Areas
- Customizing Your Work Environment : Tabs and Quick Access Bar
- Finding Help Quickly
- Office Button
- Backstage File View Mode
- Getting Started, Cloud, Sharing, Tracking, and Commenting Pane

Chapter 3 - Create a Presentation

- Create a New Presentation
- Add Slides
- Templates

Chapter 4 - Manipulate Slides

- Work in Normal View
- Change the Layout of a Slide
- Insert Text
- Duplicate, Move, and Delete a Slide
- Use the Office Clipboard
- Use an Existing Slide (Reuse Slides)
- Insert a Slide from a Layer

Chapter 5 - Manipulating Text and Using Outline View

- Inserting Text into a Slide
- Working in Outline View
- Using Outline Mode Controls

Chapter 6 - Formatting Text

- Modifying Text Attributes

- Applying Attributes to Paragraphs
- Changing Bullets and Numbering
- Inserting Symbols and Special Characters
- Reproducing Formatting

Chapter 7 - Working with Notes Pages

- Working in Comments Page View
- Editing The Comments Page Mask
- Print the Comments Pages

Chapter 8 - Printing a Presentation

- Preview Print
- Set Print Options
- Set Layout Options
- Print Presentation

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User

Recommendations

Notions in Excel (asset)