Redefining PowerPoint - Design, Create and Present with Impact

0191 3778377
sales@ittrainingsolutions.co.uk
contact us to book

Duration : 1 Day

Overview

This course is aimed at those already familiar with PowerPoint. During this course delegates will go beyond using the standard layouts and designs offered by PowerPoint, to creating their own designs.

Delegates will integrate current design trends into their presentations to create modern but professional slides and learn some of the tricks and short-cut methods for doing so. You will create a presentation containing a variety of slide layouts which can used as a template for future presentations.

Prerequisites

Delegates should have a basic knowledge of PowerPoint.

Objectives

➤ Examine current graphical design trends with a view to how they might be created in PowerPoint.

➤ Create layouts

➤ Create a design of their own that can be saved as a template and used in future presentations, to achieve a consistent and professional theme.

➤ Include effects to their presentation so that it adds variety and keeps the audience engaged while keeping the presentation professional.

Course Content

Recap Essential Skills
Using the format pane
Using the animation pane
Tools for shape and image alignment
Using format and animation painter

Design fundamentals
Exploring current design trends
Understanding image types
Choosing the typography

Design and animation your own slide layouts
Title slide
Stepped processes
Timelines
Maps as a design feature
Enhance the presentation of your graphs

Master Slides
Understanding master slides and when to use them
Understanding themes and designs

Advanced slide design
Use the shape tools to create sliced images
Creating simple infographics
Using icons and images more creatively
Design and animate a flowchart
Proper bullet point usage
Crop and add photographs in any shape
Use morph transitions effectively
Create a vignette

Video and Audio
Add music to reinforce the mood
Add Video from Online Source or file

Structure and Navigation (Dashboards)
Create sections in a presentation
Use links and actions for navigation
Create a navigation slide (dashboard) for non-linear presentation
Presentation options