

Module Title : Building Impactful Presentation Using Microsoft PowerPoint

Duration : 2 Days

Introduction

There's more beyond PowerPoint templates, and bullet points. Pick up ideas on creating powerful visuals, beautiful design and typography to captivate your audience. This training is about how to create great looking slides. Making bad slides is easy and we have seen many. Making good slides is easy too, but you need to be willing to invest in your slides and invest in your own visual thinking skills. We'll help you with the PowerPoint techniques along the way.

Audience

PowerPoint users.

Prerequisites

Before attending this course, students should have experience:

- A basic working knowledge of Microsoft Office PowerPoint

Course Outlines

Module 1: Creating Professional-Looking Slides

This module explains how to select appropriate fonts, apply customize slide background and create SmartArt in presentation.

- Tips on Choosing Fonts
- Embed Fonts in Your Presentation
- Customize Slide Background
- Use Fill Effects as Background
- Apply a Design Template
- Graphics Tools
- Insert Date and Slide Numbers
- Print Notes Pages and Create Handouts

After completing this module, students will be able to:

- Select Fonts
- Customize and apply Fill Effect on Slide Background
- Creating SmartArt Graphics
- Insert Date and Slide Numbers
- Create Handouts

Module 2: Using Animation

This module provides in-depth information about preset animation schemes.

Lessons

- Enhance Your Presentation with Animation
- Apply a Preset Animation Scheme

Module 3: Custom Animation

This module describes how to apply custom animation to individual slides.

Lessons

- Why Use Custom Animation?
- Add a Custom Animation Effect to a Slide
- Change and Remove Effects

Module 4: More Custom Animation Effects

This module describes how to use custom animation in more detail.

Lessons

- Animate by Word or By Letter
- Create an Audio Introduction
- Animate a List
- Customize Animation of List
- Animate a Chart

Module 5: Motion Paths

This module describes how to use motion paths to create dynamic animations.

Lessons

- Use Motion Paths
- Add a Preset Motion Path
- Draw a Custom Path
- Position, Size, and Rotate a Path

After completing this module, students will be able to:

- Create unique ways of moving an animation.
- Use basic line, preset, or draw line paths.
- Animate line paths for different shapes.
- Draw a curve or scribble a custom line path.
- Edit the path by re-positioning, sizing, and rotating it.
- Fine-tune the motion path.
- Reverse animation.
- Use Smooth Start, Smooth End, and Auto-reverse options.

Module 6: Timing Options and Timeline

This module explores variations of timelines and timing options for animation duration.

Lessons

- Create Overlapping Effects
- Display Advanced Timeline
- Change Start Time and Duration Using the Timeline

After completing this module, students will be able to:

- Use With Previous to start all animations at the same time.
- Use Advanced Timeline.
- Read different duration types.
- Change start times.

Module 7: Adding Special Effects

This module explores advanced special effects and multimedia options.

Lessons

- Set Up Automatic Slide Timings
- Insert Multimedia Object
- Change Multimedia Settings

After completing this module, students will be able to:

- Display charts in a series to appear at once, or by each category.
- Use transition effects between slides.
- Set slides to proceed automatically.
- Insert multimedia objects such as sound and video clips.
- Change settings to start and stop multimedia in a slide

Module 8: Preparing The Room

This module introduces the guideline and checklist before an actual presentation.

- What Do You Need to Prepare?
- Room Atmosphere and Temperature
- Seating Arrangements
- Presentation Equipment

After completing this module, students will be able to:

- Gather the details before a presentation
- Managing the slide shows – Sections, Custom Show, and Setup
- Set the right atmosphere and comfortable setting arrangement and equipment for a presentation