

Microsoft PowerPoint for Advanced Users (PP365F)

ID PP365F Price 490.— €(excl. tax) Duration 1 day

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Course Overview

The perfect book for aspiring and seasoned PowerPoint professionals! If you really want to dive into the depths of PowerPoint and not stop at more specialized functions, this is the book for you. From planning a presentation to creating your own slide masters and designs to editing appealing animations and AV media, everything is covered. Essential workflows are also taught, such as the selection of suitable fonts or the correct behavior during a presentation in front of an audience.

All advanced PowerPoint techniques are taught in an easy-to-understand manner using concrete practical examples and explained with many visualizations. In addition, "PowerPoint 2019 - Advanced Techniques" also provides you with valuable services as a quick reference book time and again.

- Planning and structuring
- Advanced slide design
- Own designs, slide masters and layouts
- Slides with diagrams and Excel tables
- Create path animations
- Edit audio and video
- Accessible presentations
- Professional support materials
- Prepare speeches and present them confidently

Course Content

- 1 Planning presentations
- 2 Create slides with designs
- 3 Design templates professionally
- 4 Use appropriate colours and fonts
- 5 Designing individual slides
- 6 Using tables and diagrams on slides
- 7 Using graphics and formulas on slides
- 8 Designing slides with AV media
- 9 Using Excel functions in PowerPoint
- 10 Use animations

- 11 Prepare professional support material
- 12 The optimal screen presentation
- 13 Presenting professionally

Detailed Course Outline

1 Planning presentations

- 1.1 Preliminary considerations for creating presentations
- 1.2 Define objectives and target group
- 1.3 Compiling information
- 1.4 Organise information systematically
- 1.5 Timing
- 1.6 Selection of resources for the lecture
- 1.7 Determining the structure of a presentation
- 1.8 Creating an Outline with PowerPoint
- 1.9 Structuring presentations with sections

2 Create slides with designs

- 2.1 What are designs?
- 2.2 Assigning designs and design elements
- 2.3 Create and edit your own designs
- 2.4 Exercises

3 Design templates professionally

- 3.1 Basic information on the use of templates
- 3.2 Using design elements in the slide master
- 3.3 Dividing the space on the slide
- 3.4 Notes on the design of the slide master
- 3.5 Create additional masters
- 3.6 Using several masters
- 3.7 Creating an individual slide layout
- 3.8 Using Microsoft Office templates
- 3.9 Exercises

4 Use appropriate colours and fonts

- 4.1 Using colours
- 4.2 Selecting appropriate fonts
- 4.3 Assigning suitable font sizes
- 4.4 Designing presentations without barriers
- 4.5 Changing alignment and indents of paragraphs in the Master
- 4.6 Setting line and paragraph spacing in the master

- 4.7 Exercises

5 Designing individual slides

- 5.1 Notes on slide design
- 5.2 Designing texts on transparencies
- 5.3 Using appropriate character formatting
- 5.4 Designing diagrams
- 5.5 Inserting and designing additional slides
- 5.6 Create presentation slides
- 5.7 Navigating to sections with zoom functions
- 5.8 Adding comments to slides
- 5.9 Exercise

6 Using tables and diagrams on slides

- 6.1 Designing tables
- 6.2 Editing tables individually
- 6.3 Designing diagrams
- 6.4 Exercise

7 Using graphics and formulas on slides

- 7.1 Using graphics in presentations
- 7.2 Inserting graphics in PowerPoint
- 7.3 Create a photo album from graphics
- 7.4 Inserting mathematical formulas
- 7.5 Exercises

8 Designing slides with AV media

- 8.1 Using AV media
- 8.2 Using videos
- 8.3 Edit videos
- 8.4 Using audio elements
- 8.5 Compress multimedia elements
- 8.6 Create screen recordings
- 8.7 Exercise

9 Using Excel functions in PowerPoint

- 9.1 Creating an Excel spreadsheet in PowerPoint
- 9.2 Inserting an existing Excel table
- 9.3 Exercises

10 Use animations

- 10.1 Use animations sensibly
- 10.2 Assigning animations
- 10.3 Customize animations
- 10.4 Timing animation sequences
- 10.5 Using animation paths
- 10.6 Animate diagrams
- 10.7 Animating SmartArt graphics

- 10.8 Animate 3D objects
- 10.9 Exercise

11 Produce professional supporting material

- 11.1 Creating notes for the presentation
- 11.2 Designing and printing notes
- 11.3 Prepare handouts for the audience
- 11.4 Practical tips on notes and handouts
- 11.5 Exercise

12 The optimal screen presentation

- 12.1 Hiding slides in the slide show
- 12.2 Using links in presentations
- 12.3 Navigating with zoom functions
- 12.4 Packaging screen presentations
- 12.5 Sharing slide shows
- 12.6 Using the instructor view
- 12.7 Special presentation options
- 12.8 Exercise

13 Presenting professionally

- 13.1 What you should do before the presentation
- 13.2 Prepare presentation at the venue
- 13.3 Presenting professionally

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