PowerPoint Master Class

Course Duration: 2-day; Instructor-led
Time Schedule: 9am-5pm
Lunch: 1:00pm- 2:00pm
Morning Tea-break: 10:30am-10:45am
Afternoon Tea-break: 3:30pm -3:45pm

COURSE OBJECTIVES

Upon completion of this program, participants should be able to:

- Create PowerPoint reusable template
- Design professional looking reusable layouts
- Create engaging and well-designed slides and animations
- Interact with the animation within the slides
- Understand the basic design rules in PowerPoint
- Keeping update with all the latest design trend

TARGET AUDIENCE

Anyone who's interested in creating TOP NOTCH professional looking slides and bringing their boring presentation into the next level. Besides, if you are looking for a course of how to use animation to animate your charts and objects (we're not talking about swirling or bouncing objects around the slides) professionally, you have come to the right place.

PREREQUISITES

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Basic knowledge of Microsoft Excel is essential with the following pre-requisites:

- Able to manoeuvre with the mouse – Point, Left Click, Right Click, Drag and Double Click
- Able to configure the desktop
- Perform simple task in PowerPoint like adding new slides
- Able to open, save and close a PowerPoint file

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

COURSE OUTLINES

Module 1 - Basic Prt1: Basic about designing PowerPoint that you should know

Lesson 1.1.   Vol. 1.1: PowerPoint Basics

- Difference in between PowerPoint version Office 365 and others
- Places to get inspiration and resources for PowerPoint

Lesson 1.2.   Vol. 1.2: Layouts

- Inserting, switching and resetting layout
- Organize slides with sections (Insert, rename, rearrange and delete sections)
- Selecting and applying a typography for your presentation
- Picking the right color for the presentation

Module 2 - Basic Prt2: Manipulating PowerPoint Objects

Lesson 2.1.   Vol. 2.1: Infographics with shapes

- Playing with lines and shapes (Insert, resize and delete shapes)
- Setting the right fill and effects for shape
- Reposition multiple shapes altogether (rotate, z-indexing, grouping and ungrouping shapes)
- Combining shapes

Lesson 2.2.   Vol. 2.2: Pictures and images

- Insert, delete and reposition picture
- Applying effects
- Removing background

Lesson 2.3.   Vol. 2.3: Charts & SmartArt

- Insert charts
- Changing and modifying chart data range
- Applying chart styles
- Inserting SmartArt
- Changing, modifying SmartArt item
- Applying SmartArt Styles

Module 3 - Make them move

Lesson 3.1.   Animation

- Entrance, emphasis, exit and applying motion path
- Adjusting timing and delays
- Rearranging and repositioning animation sequence
- Advanced animation techniques

Lesson 3.2.   Transition

- Subtle and exciting transition
- Adjusting timing and after duration
- Removing transition

Module 4 - Media

Lesson 4.1.   Adding Video

- Inserting video

- Screen Recording
- Editing video
- The playback setting of video

Lesson 4.2.   Adding Audio

- Inserting background music
- Editing audio
- The playback setting of audio

Module 5 - Reusable Turning the slide layout

Lesson 5.1.   Slide Master

- Setting theme font, color, design and effects for a presentation
- Slide size and background settings
- Logo, header and footer (also not forgetting about page number)

Lesson 5.2.   Slide Master – New Layouts

- Insert, modify, duplicate new layout
- Placing placeholders

Module 6 - Export and share

Lesson 6.1.   Export files into different format and extension

- For sharing (.ppt, .pptx, .pdf etc)
- For Presenting (.potx, .wmv or .mp4)

Lesson 6.2.   Share and collaborate

- Uploading files to OneDrive and authorise access

Module 7 - Ways of presenting

Lesson 7.1.   Slide show

- Projecting the slides
- Ink and lasers

Lesson 7.2.   Presenting online