

PowerPoint - Charting and managing a presentation

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 course allows you to acquire theoretical knowledge about the important elements of a presentation and to use the different elements to design an effective presentation with tables, masks and transitions.

Course outline

Chapter 1 - Working with masks

- What are masks for?
- Multiple Masks
- Edit Existing Masks
- Manipulate Placeholders
- Create a Custom Mask
- Insert an Animation into a Mask
- Insert/Remove a Layout
- Save a Mask as a Template or Theme
- Guide to Masks

Chapter 2 - Apply a Theme

- Apply a Theme

- Change the Font and Color
- Change the Background

Chapter 3 - Insert Objects and Images

- Insert a Clipart
- Insert an Image
- Insert a Shape

Chapter 4 - Processing and Manipulating Objects

- Knowing the Characteristics of an Object
- Differentiating Image Formats
- Defining Object Attributes
- Reducing, Enlarging, Moving an Object
- Duplicating, Grouping, and Ungrouping Objects
- Organizing Objects
- Using Grid and Guides
- Merging Shapes, Aligning Shapes

Chapter 5 - Working with Tables

- Inserting a Table
- Recognizing Table Tools
- Applying and Associating Objects Change the style of a table
- Insert an Excel spreadsheet

Chapter 6 - Manage a presentation

- Work in Slide Sorter mode
- Duplicate, move, and delete a slide
- Hide a slide
- Work with sections

Chapter 7 - Apply a transition

- The Transition tab
- Apply a transition

Chapter 8 - Run a slideshow

- Show Reading view
- View the presentation in slideshow mode
- Navigate the presentation
- Use Presenter Tools
- Adjust Settings
- Modified Presenter Mode and Laser Pointer

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User

Recommendations

Notions in Excel (asset)