

PowerPoint - Graphic elements

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Illustrate information using graphics
- Insert and edit images

Summary

This course allows you to illustrate your information with graphics, insert and edit images, and master the advanced graphics of PowerPoint to create visually impactful presentations.

Course outline

Chapter 1 - The WordArt Object

- Text and WordArt
- Inserting a WordArt Object
- Assigning a WordArt Effect to a Text
- Modifying Attributes
- Deleting a WordArt Effect

Chapter 2 - SmartArt Diagrams

- SmartArt Diagrams and Graphs
- Inserting a SmartArt Object
- Recognizing SmartArt Tools
- Editing a SmartArt

- Working with the Text Pane
- Manipulating the Shapes of a SmartArt
- Converting a List to SmartArt
- Converting an Image to SmartArt

Chapter 3 - Graphics

- Insert a Chart
- Recognize Chart Tools
- Edit Data with Microsoft Excel
- Import Data from an Excel Sheet

Chapter 4 - Insert and Apply Effects to Images

- Use the Image Tools Tab
- Apply and Edit Styles
- Assign Artistic Effects
- Apply Corrections
- Change Coloring
- Remove the Background
- Capture an Image
- Use Adjusted Cropping
- Compress an Image
- New Sampling Eyedropper

Chapter 5 - Presenter Mode

- Why Presenter Mode
- The Monitors Group
- Setting Up Screens
- New Presenter Mode

Chapter 6 - Creating a Custom Slideshow

- Creating and Editing a Custom Slideshow
- Displaying a Custom Slideshow
- Inserting Hyperlinks
- Adding Action Buttons
- Creating Menus

Chapter 7 - Creating a Photo Album

- Creating a Photo Album
- Editing a Photo Album

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

PowerPoint Base – Notions in Excel (asset)

Recommendations

Notions in Excel (asset)