PowerPoint - Multimedia

Duration: 1 day
Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Design a dynamic presentation using different tools
- Add multimedia elements and animations

Summary

This course allows you to design a dynamic presentation using different tools, add multimedia elements and animations to make your presentations more engaging and interactive.

Course outline

Chapter 1 - Working with Animations

- Introductions to Animations
- The Animations Tab
- Applying an Effect
- Adding Animation Effects
- Creating a Custom Animation
- Animating Text, Graphics, Audio, and Video
- Inserting an Animation into a Mask

Chapter 2 - Inserting Audio

- Differentiating Audio Files
- Inserting an Audio File
- Familiarizing Yourself with Contextual Tabs

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Chapter 3 - Inserting Video

- Differentiating Video Files
- Inserting a File Video
- Familiarize yourself with contextual tabs
- Edit a video
- Add bookmarks and objects to videos

Chapter 4 - Create a custom slideshow

- Create and edit a custom slideshow
- Display a custom slideshow
- Insert hyperlinks
- Add action buttons
- Create menus

Chapter 5 - Save in different formats

- Save an object as an image
- Save a presentation as an image
- The slideshow format (PPSX)
- Save as a Video File
- Improving and Optimizing Media Recording

Chapter 6 - Presenter Mode

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

Approach and methodology

- Lectures

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- Demonstrations
- Guided and individual exercises

Prerequisites

PowerPoint - Simple and Professional Design

Recommendations

Notions in Excel (asset)

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