Course Name: Microsoft Power Point Essentials

Synopsis

Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is widely used for creating and delivering presentations in various settings such as business meetings, academic lectures, and training sessions. Unleash your Story telling Potential and Creativity with Vibrant Slides, Seamless Transitions and Captivating Animations to Impress Your Audience, and Leave a Lasting Impression with PowerPoint's Endless Possibilities!

What You Will Learn

- **Creating a Power Point Presentation:** Unlock the Power of PowerPoint by Navigating the Interface with Ease and Crafting Slides like a Pro
- **Formatting Slides:** Bring Your Slides to Life by Inserting, Formatting, and Aligning Text, Images, Shapes and SmartArt Graphic
- **Designing Professional Slides:** Paint Your Presentation Palette by Customizing Slides Background with Colours, Gradients and Pattern, Explore Theme Magic, and Utilize the Slides Master for Global Design Change and Slides Consistency
- **Enhancing Presentations with Multimedia:** Spark your Slides with Multimedia Elements (Video, Audio), Configure Playback Options for Media, and Master the Art of Reducing Slides Files
- **Working with Tables:** Dive into Table Tactics by Mastering Insertion, Formatting, and Style Tricks! Add, Delete, Merge, Split—Design Dynamite for Your Data
- **Manipulating Shapes:** Discover the Power of Manipulating Shapes in PowerPoint by exploring the Shapes Operation Tool
- **Manipulating Images:** Unleash Your Creativity by Mastering Image Manipulation by learning how to remove background from Image, Crop, Resize, Apply Filters, and Arrange Images seamlessly
- **Working with Charts and Graphs:** Chart Your Course by Importing Static and Dynamic Charts and Customizing Your Chart Elements with Style

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- **Apply Slides Transition and Dynamic Animation:** Master Motion Magic by Gliding through Slides with Seamless Transitions, and Master the Art of Animating your Slides Contents to Awe your Audience with Mind-Blowing Dynamism
- **Merging Slides:** Combine Your PowerPoints with the secret of Slides Sorter
- **Printing and Exporting Slides:** Finalize Your Presentation Slides with Finesse and Flawlessness in PowerPoint by Inserting Header & Footer, Adding Comments/Notes to Slides, Setting up the Slides Deck for Printing with different Printing Options, and Exporting Slides to Various different Formats including in Video Form!

Who Should Attend

This comprehensive course is specifically designed to cater to the needs of professionals across various industries who rely on Microsoft PowerPoint for creating and delivering impactful presentations. Whether you're in sales, marketing, education, or any other field, this course equips you with the skills and strategies needed to harness the full power of PowerPoint.

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Creating and Managing Power Point Presentation
The participants will learn basic power point slides creation by exploring the ribbon panel and understanding the best practices when designing slides.

o   Creating a Presentation
o   Explore Design Principles and Best Practices for Creating Visually Stunning Slides
o   Using Slides Master for consistent Design and Layout

Session 2: Formatting Power Point Slides
Participants will learn professional formatting techniques in Power Point and create visually stunning slides by using font and colours effectively.

o   Adding and Editing Text Content on Slides
o   Inserting Shapes, Images, and SmartArt graphics
o   Format Image (Reize, Transform, Removing Background, Enhancement) using Picture Toolbar
o   Manipulating Shapes by using the Shapes Operation Path
o   Order, Group, and Ungroup Objects in Slides
o   Aligning and Distributing Slides Contents

Session 3: Enhancing Presentations with Multimedia
Participants will learn to elevate slides content with impactful images, videos, and audio, as well as learn the different ways to reduce the media size to ensure file size is optimal.

o   Inserting and Editing Multimedia Elements such as Videos and Audio Clips
o   Configuring Playback Options for Media Files
o   Reducing File Size by Compression and Linking Video

Session 4: Working with Tables in Power Point
Working with tables in PowerPoint can greatly enhance the visual appeal and organization of your presentations.

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o   Inserting Tables
o   Formatting Tables Style and Design
o   Adding and Editing Content in Tables
o   Merging and Splitting Cells

Session 5: Working with Charts and Graphs
Participants will learn how to import static and dynamic charts and graphs from Excel into Power Point and learn how to customize the charts design.

o   Importing Static Charts/Graphs from Excel
o   Importing Dynamic Charts/Graphs from Excel
o   Customizing Charts by applying Styling and Effects

Session 6: Transitions and Animations in Power Point
Participants will discover how to add flair and professionalism to your slides by mastering transition effects between slides and applying engaging animations to text and objects.

o   Applying Slides Transitions
o   Applying Animations (Entry, Emphasize, Exit)
o   Working with Motion Path Animation
o   Applying Animation Timing using Animation Pane
o   Interpolation using Smooth Start, Smooth End, Bounce
o   Locked vs Unlocked Animation Path
o   Triggering Animation with Clicks and Animating as part of Click Sequence

Session 7: Finalizing Power Point Slides
Participants will learn how to merge slides from different slides pack into a single slide deck seamlessly, playing slides, adding header and footer, printing slides using different options, and exporting slides into different format including into video format.

o   Adding Slides Header and Footer
o   Adding Comments to Slides
o   Merging Slides from different sources using Slides Sorter
o   Playing Slides

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- o   Printing Slides using different Layout Options
- o   Exporting Slides (Single and Multiple) to Video Format, PDF, Image Format