



PowerPoint: Introduction to creating captivating presentations

You never get a second chance to make a first impression. Especially with PowerPoint this saying is very true. There is so much that has to be considered in the setup of a presentation. We will show you many tips and tricks which will help you to create professional presentations.

Course objective: After the course you are in possession of some very nice business slides

Prerequisites: Basic computer knowledge

Length: 1 day

Topics:

- Working with the slide master
 - How to create a master
 - Create your own slide layout
 - Working with the Company Layout
- Working with the AutoShapes
 - Align shapes with the menu and the ruler
 - Group shapes
 - The new formats
- The new font effects
 - Mirrored fonts
 - Using a picture as a font format
- Creating nice tables
- Working with pictures
 - Pictures as background
 - Pictures in forms
 - Creating a picture puzzle
 - Editing the picture
 - How to reduce the size of a file
- Charts
 - The new formats
 - Inserting a Excel Chart in your presentation
- SmartArts
 - Organization chart
 - How to avoid text slides
 - Visualize processes and operations
- Animation
 - Dos and Don'ts
- Music and Videos
 - Some technical background
 - Editing a video in PowerPoint
 - File formats



- Slide show
 - Applying transition to slides
 - Navigating during the slide show
- Notes and Handouts