



PowerPoint professional presentations

This course follows the tips and tricks module. In this course, we will concentrate on the slide design in order to create captivating presentations. Use SmartArts to avoid text slides. Learn how pictures can help bring your message across. Did you know that you can edit your pictures and videos directly in PowerPoint? Additionally, we will show you many tricks to help you to create appealing presentations

Course objective: After this course you have a set of professional slides

Prerequisites: Good knowledge of PowerPoint

Length: 3.5 hours

Topics:

- Short Repetition of basic technics:
 - Working with a Master
 - Working with the Master (Corporate Identity)
 - Tips and Tricks to drawing technics
- SmartArts
 - How to avoid text slides
 - Visualize processes and operations
- Flowcharts
 - Working with connectors
- Creating nice tables
- Working with pictures
 - Pictures as background
 - Editing the picture
 - Pictures to present your figures
 - How to reduce the size of a file
- Charts
 - Ranking with a bar chart
 - Use a picture as fill color
- Music and Videos
 - Some technical background
 - Editing a video in PowerPoint
 - File formats