CREATING ENGAGING POWERPOINT PRESENTATIONS

In this course, students learn different tools and features within PowerPoint that will help them deliver content in an informative and memorable manner. Students will create presentations that not only stand out but also don't consume all of their time.

Course Details

Duration

2 Days

Target Group

- All level

Pre-Requisite

- End-user skills with Windows-based PCs
- Basic knowledge of computing concepts

Certification

- Certificate of Completion

Course Objectives

After completing this course, participants are expected to be able to:

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt and math equations to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

Contact Us

Course Outline

Lesson 1 - Modifying The PowerPoint Environment
Topic A: Customize The User Interface
Topic B: Set Powerpoint 2016/2019/2021 Options

Lesson 2 - Customizing Design Templates
Topic A: Modify Slide Masters And Slide Layouts
Topic B: Add Headers And Footers
Topic C: Modify The Notes Master And The Handout Master

Lesson 3 - Adding Smartart And Math Equations To A Presentation
Topic A: Create SmartArt
Topic B: Modify SmartArt
Topic C: Write Math Equations

Lesson 4 - Working With Media And Animations
Topic A: Add Audio To A Presentation
Topic B: Add Video To A Presentation
Topic C: Customize Animations And Transitions

Lesson 5 - Collaborating On A Presentation
Topic A: Review A Presentation
Topic B: Store And Share Presentations On The Web

Lesson 6 - Customizing A Slide Show
Topic A: Annotate A Presentation
Topic B: Set Up A Slide Show
Topic C: Create A Custom Slide Show
Topic D: Add Hyperlinks And Action Buttons
Topic E: Record A Presentation

Lesson 7 - Securing And Distributing A Presentation
Topic A: Secure A Presentation
Topic B: Broadcast A Slide Show
Topic C: Create A Video Or A CD