

# PowerPoint Training: Creating Professional Presentations (PPTPRO, 2 jours)

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## Description

The course Creating Professional Presentations (PowerPoint Training) teaches you how to create PowerPoint presentations that pop. You learn how to make appropriate use of images, graphs, animation, transitions & sounds. The training includes advanced techniques such as working with multiple slides & designing the slide master.

## Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

### Getting Starter with Microsoft PowerPoint

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Navigating Microsoft PowerPoint

Exploring the Ribbon

Setting PowerPoint Options

Setting Presentation Information

Page Setup: Paper Size, Margins and More

Working with Slides

Working with Slide Elements

Saving Presentations: Types and Options

View Options for Presentations

Exercise: Creating a Basic Presentation

### Working with Slides

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Working with Templates: Finding the Right Template

Creating and Using Themes

Designing your Presentation

Modifying the Slide Master

Setting Slide Themes

Setting Slide Background

Exercise: Preparing for the Creative Process

### Working with Slide Elements

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Overview of Available Items

Working with Slide Headers

Working with Secondary Text

Formatting Text

Working with Charts and Graphs

Working with Objects and ClipArt

Advanced Formatting Concepts

Exercise: Creating Professional Content

### Professional Transitions

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About Transitions and Show Planning

Adding Transitions to a Professional Presentation

Working with Transition Timing and Speed

Reviewing Transitions at the Presentation Level

Exercise: Adding Effective Transition Effects

## Professional Animation

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About Animations and their Use

Creating Animations

Modifying Effect Attributes: Timing, Speed and more

About Animation Ordering

Combining Transitions and Animations

Exercise: Adding Effective Animation Effects

## Wrapping Things Up

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Using Content from Other Microsoft Office Applications

Making use of Storyboarding

Using Presentation Notes

Making Effective use of Print Preview

Print Options for Various Purposes

Preparing for the Show

Exporting the Show

Running the Presentation on any Machine

Exercise: Finalizing and Exporting a Presentation

## Running a Presentation

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Each Participant has the opportunity to present a short excerpt from their Presentation