

# PRIORITY MANAGEMENT MS POWERPOINT

MICROSOFT OFFICE



## INTRODUCTION

In this course we will learn how to create stunning PowerPoints that use a variety of media and techniques to present information in an interesting way, promoting your brand and engaging your audience. These are the topics we will cover:

## PROGRAM FORMAT OPTIONS

- 1-day Face to Face instructor-led program
- 2 x 3-hour web-based virtual session

## SYNOPSIS

### DESIGNING A PRESENTATION

- Creating slides and working with layouts
- Reorganising, duplicating & deleting slides
- Applying a Theme
- Working with different Views
- Good Design Principles

### WORK WITH TEXT

- Change fonts, size, colour
- Working with Bullets and Custom Bullets
- Changing line spacing, vertical alignment & Orientation

### WORKING WITH PICTURES

- Adding pictures from computer and web
- Move, Resize and Rotate
- Crop, Align and Distribute
- Remove Background, Change Colour and Enhance

### ADDING OTHER MEDIA CONTENT

- Shapes
- Charts (Graphs)
- SmartArt
- Tables
- Sound and Video

### ANIMATIONS AND TRANSITIONS

- Add animations, change timings and run simultaneous animations
- Add animated gifs
- Work with transitions

### CUSTOM THEMES, MASTERS, AND TEMPLATES

- Create and share a Custom Theme
- Create and use a Custom Template
- Change theme masters and layout masters

### SHARING PRESENTATIONS

- Save as PDF or PowerPoint Show
- Print Handouts
- Tools for Presenting & Setting up a Show