

„Microsoft PowerPoint – the art of presentation”

Course description:

MS PowerPoint training – the art of presentation is addressed to people who want to start their adventure with professional work with the most famous presentation software, which is Microsoft PowerPoint. The participants of this training do not need to have any knowledge of MS PowerPoint applications. PowerPoint training is run from scratch to advanced techniques for creating and showing multimedia presentations.

Skills acquired during the training:

- o Create simple and clear presentations
- o Ability to select content, images, fonts and colors for presentation
- o Creating dynamic presentations
- o Basics of graphic composition

Training program:

1. **Introduction to PowerPoint**
 - . PowerPoint program window
 - . PowerPoint program menu
 - . Toolbars
 - . Context menu
 - . Task pane
 - . Getting help
2. **Create a simple presentation by using a template**
 - . Starting PowerPoint program
 - . Selecting a template
 - . Choosing a slide layout
 - . Creating a bulleted list
 - . Create a graph
 - . Browsing a presentation
 - . Saving, opening and closing a presentation
 - . Printing a presentation

- . Normal view
- . Outline pane
- . Effects of transitions and animations

3. **Creating text slides**

- . Choosing text layout
- . Creating text box
- . Text movement
- . Changing case
- . Normalizing style
- . Creating a numbered list
- . Changing the look of a text
- . Effects and color of the font
- . Alignment of paragraphs
- . Formatting of text replace symbol
- . Spacing between lines and paragraphs
- . Format painter

4. **Create graphs**

- . Create a slide with a graph
- . Writing data
- . Importing data
- . Creating a link between the source file and the graph data worksheet
- . Selecting the graph type
- . Inserting titles
- . Inserting data labels
- . Change the location of the data labels
- . Modifying the graph
- . Creating two graphs on the slide
- . Organizational charts and diagrams, tables
- . Organizational chart
- . Diagram gallery
- . Editing the organization chart
- . Creating a non standard diagram
- . Display scale
- . Creating a slide with a table
- . Writing text to a table

5. **Adding graphic objects**

- . Drawing a line
- . Drawing arrows
- . Creating connectors
- . Creating polygons and non standard shapes
- . Creating AutoShapes
- . Modifying AutoShapes
- . Filling an object with a color

- . Fill an object with a gradient, texture, or pattern
 - . Filling an object with an image
 - . Adding shadow
 - . Adding 3-D effect
 - . Importing graphic elements
6. **Creating a slideshow**
- . Working on a slide show
 - . Slideshow in action
 - . Showing slides
 - . Creating action buttons
 - . Creating Back Action Button
 - . Creating a non standard slideshow
 - . Non standard slideshow in action
 - . Drawing on slides during a slideshow
 - . Creating an automatic slideshow
 - . Tempo test – slide show timeline of tempos

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings