



MS PowerPoint

Beyond Basics



July 27, 2021



10:00 am - 3:00 pm

Online

Instructor-Led



Course Overview

Successful presentations require well-developed and high-impact content coupled with sophisticated delivery. Presentation applications are a key tool in this process and are most effective when users have the skills to exploit them fully.

This advanced Powerpoint course enables learners to develop and demonstrate their ability to use many of the advanced tools available in standard presentation applications, producing professional, high-impact presentations that support effective communication.

What You'll Learn

- Get comfortable with basic and advanced PowerPoint features
- Be able to animate any kind of object and slide in PowerPoint
- Create engaging and well-designed slides and animations
- Minimize text quantity on presentations by using graphs and images
- Create a fully animated and transition-filled business presentation

Who Should Attend this Course

This not to be missed program on PowerPoint is for those who are either required to give presentations frequently or foreseeing any crucial meeting ahead. This program is for everyone who just want to bring their data come alive and communicate their concepts in a way that left everyone inspired.

Some key designations include:

Marketing Managers | Auditors | Entrepreneurs | Internal Auditors | Supply-chain managers | IT Heads | Finance professionals etc | Department Heads etc.

Course Outline (Continued)

Module 1: Critical basics of PowerPoint for Design

- Cloning slides and content
- Using rulers and positioning
- Using guides
- Changing the arrangement of your elements
- Changing PowerPoint slide sizes
- Create a Slide Layout
- Design solutions for text running long
- Add headers and footers
- Adding slide numbers
- Creating a hyperlink and Using a Hyperlink
- Matching colors, with the Eyedropper tool

Module 2: Animations & Special Effects

- Animating text and objects
- Working with the animation painter
- Setting animation timing
- Animating slide content

Module 3: Customizing Presentations

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Saving a Custom Theme
- Adding backgrounds and watermarks

- Changing the page orientation of your presentation
- Matching colors, with the Eyedropper tool

Module 4: Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Ungrouping SmartArt Objects

Module 5: Using Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Inserting sound file & video file
- Inserting a Youtube Video
- Adjusting media size

Module 6: Creating Custom Charts

- Displaying chart axes
- Displaying Chart Gridlines Formatting chart axes
- Formatting the scale of an axis Adding a chart title
- Changing the data series
- Adding a drawing object to a Chart
- Adding Text to a Chart Inserting a Data Table
- Practice - Creating Custom Charts



Course Outline (Continued)

Module 7: Exploring What's New in 2019?

- Visual effects
- Text Highlighter
- Vector graphics for visual impact
- Converting SVG icons to Shape
- 3D Models

- Easier Background
- Removal Design Ideas
- PowerPoint Shortcuts

Some of Our Past Participating Companies

Department of Economic Development Dubai	ROCHE Middle East	Etisalat Telecom
Emirates NBD Bank	DU Telecomm EITC	Abu Dhabi National Exhibition Council
Ministry of Telecommunication Oman	Abu Dhabi Terminals	The Executive Council of Dubai
Ministry of HR and Emiratization	Al Tayer Group	Emirates Group

Registration Details

Regular Fee: **USD 290** Per Participant (Plus VAT)

Includes: Courseware, and SIMFOTIX Certificate

For registration (s) send us your **Name, Designation, Organization, and Mobile Number** to register@simfotix.com

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