Impressive Presentations

There's more beyond PowerPoint templates, and bullet points. Pick up ideas on creating powerful visuals, beautiful design and typography to captivate your audience. This training is about how to create great looking slides. Making bad slides is easy and we have seen many. Making good slides is easy too, but you need to be willing to invest in your slides and invest in your own visual thinking skills. We'll help you with the PowerPoint techniques along the way.

Prerequisites

Before attending this course, students should have experience:
- A basic working knowledge of Microsoft Office PowerPoint

Who should Attend?

PowerPoint users.

Course Details

Duration   : 1 day
Time   : 9am - 5pm
Schedule   : 15 July | 17 August | 19 September | 28 October
Price   : RM 530 per person

Course Content

Module 1: Creating Professional-Looking Slides
This module explains how to select appropriate fonts, apply customize slide background and create SmartArt in presentation.

- Tips on Choosing Fonts
- Embed Fonts in Your Presentation
- Customize Slide Background
- Use Fill Effects as Background
- Apply a Design Template
- Creating SmartArt Graphics
- Shapes Transformation (using shapes)
- Typographic Skills (using WordArt)
- Insert Date and Slide Numbers
- Create Handouts

Module 2: Preset Animation Schemes
This module provides in-depth information about preset animation schemes.

Lessons
- Enhance Your Presentation with Animation
- Apply a Preset Animation Scheme
- Remove a Preset Animation Scheme

Module 3: Custom Animation
This module describes how to apply custom animation to individual slides.

Lessons
- Why Use Custom Animation?
- Display Custom Animation Task Pane
- Add a Custom Animation Effect to a Slide
- Change the Direction and Speed of Effect
- Change How An Effect Starts
- Change and Remove Effects
- Apply Animation Effects Using Slide Master
- Copy and Modify Animation Effects in Slide Master

Module 4: More Custom Animation Effects
This module describes how to use custom animation in more detail.

Lessons
- Animate by Word or By Letter
- Create an Audio Introduction
- Animate a List
- Customize Animation of List
- Dim or Hide Text
- Rearrange Animation Effects
- Create a Countdown Effect

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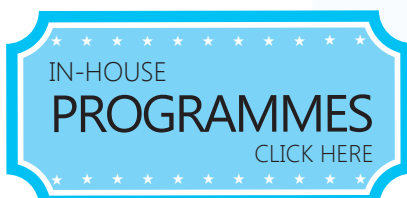For further information & registration, please contact us at:
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Course Content (con't)

Module 5: Motion Paths
This module describes how to use motion paths to create dynamic animations.

Lessons
- Use Motion Paths
- Add a Line Path
- Add a Preset Motion Path
- Draw a Custom Path
- Position, Size, and Rotate a Path
- Use Edit Points to Reshape the Path
- Reverse a Motion Path
- Apply Custom Path Options

Module 6: Timing Options and Timeline
This module explores variations of timelines and timing options for animation duration.

Lessons
- Create Overlapping Effects
- Display Advanced Timeline
- Read the Different Duration Types
- Change Start Time and Duration Using the Timeline

Module 7: Adding Special Effects
This module explores advanced special effects and multimedia options.

Lessons
- Animate a Chart
- Add Transition Effects with Sound
- Set Up Automatic Slide Timings
- Insert Multimedia Object
- Change Multimedia Settings

Module 8: Preparing The Room
This module introduces the guideline and checklist before an actual presentation.
- What Do You Need to Prepare?
- Room Atmosphere and Temperature
- Seating Arrangements
- Presentation Equipment

Module 9: Building Speaker's Confidence
This module explains how personal grooming can affect a presentation.
- Building Speaker's Confidence
- Personal Grooming
- Rehearse Your Presentation
- Anticipate Questions
- Develop A Contingency Plan

Module 10: Presentation Tips
This module share some presentation tips before and after the presentation.
- Presentation Tips – Before the Presentation
- Presentation Tips – During the Presentation
- Annotate Your Slides

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