

PowerPoint Essentials: Design, Structure & Impact

Module 1: Mastering the Basics of [Microsoft PowerPoint](#)

- Create and organize slides with a professional structure.
- Integrate relevant and well-structured textual content.
- Add impactful visuals to enhance your message.

Module 2: Streamlining with Slide Masters

- Understand the strategic role of slide masters for consistency.
- Create and modify masters to ensure visual coherence.
- **Hands-on Exercise:** design a custom theme aligned with brand identity.

Module 3: Creating Professional Templates

- Define templates and understand their impact on productivity.
- Build tailored templates for consistent presentation design.
- Integrate logos, color palettes, and brand elements.
- **Workshop:** develop a template based on a corporate brand guide.

Module 4: Advanced Text and Image Handling

- Optimize text layout: columns, alignment, special effects.
- Enhance visuals: cropping, filters, background removal.
- **Workshop:** boost the visual impact of an existing presentation.

Module 5: Embedding Dynamic Content (Excel, Video, Audio)

- Insert and sync Excel charts in real time.
- Add and configure video and audio to energize your content.
- **Exercise:** create interactive and immersive slides.

Module 6: Customized Animations and Transitions

- Explore animation types available in PowerPoint.
- Design custom effects to add rhythm and flow.
- **Exercise:** craft a high-impact animated presentation.

Module 7: Collaborating and Sharing with Ease

- Leverage comment and version tracking tools.
- Collaborate in real-time using Office 365 and OneDrive.
- Apply best practices for smooth teamwork and file sharing.

Recommended Complement: Visual Creation with Office 365

- [Publisher Training – Creating Marketing and Print Documents](#)