

Course Overview:

This hands-on course is designed to teach intermediate and experienced PowerPoint users layout and design skills to produce captivating presentations. Course participants will acquire the skills and expertise required to add pizzazz to your presentations and make an impact on your viewers. You will learn to maximize the effect of the words on your audience through the proper use of graphics, typography, colour and layout. Participants will develop a short presentation during the course of the day illustrating the concepts from the course training and some course time is allocated for you to redesign and fine-tune your own presentations.

Course Content:

- PowerPoint presentation planning techniques
- PowerPoint presentation planning exercise
- Using colour effectively to support the presentation
- How to accommodate for colour blindness and make your presentation accessible
- Introducing graphic elements to your presentation
- Vector graphics and bitmap images and jpgs
- Typography and designing with type
- Choosing appropriate fonts and font size
- Common type traps
- Opening and closing a presentation visually with graphics
- Presentation layout
- Creating effective Master Pages
- Working with colour schemes
- Using slide animation effectively
- Working with design templates
- Working with tables and charts