€TRAINING

Microsoft PowerPoint

22 - 26 July 2024
Kuala Lumpur (Malaysia)

Introduction:

This training program is a comprehensive learning experience designed to enhance participants' proficiency in creating engaging and impactful presentations using Microsoft PowerPoint. It empowers individuals to communicate their ideas effectively, whether in business meetings, academic presentations, or other professional settings.

Program Objectives:

At the end of this program, participants will be able to:

- Gain a thorough understanding of PowerPoint's interface, tools, and features.

- Learn how to create visually appealing slides using various formatting and design techniques.

- Master the art of structuring presentations for clarity and coherence.

- Acquire proficiency in incorporating multimedia elements like images, videos, and audio.

- Explore advanced animation and transition effects to enhance presentation dynamics.

- Understand best practices for delivering presentations confidently and effectively.

- Discover time-saving tips and tricks for efficient slide creation and editing.

Targeted Audience:

- Professionals from all industries.

- Entrepreneurs and business owners.

- Trainers, educators, and public speakers.

Program Outlines:

Unit 1:

Introduction to PowerPoint Basics:

- Overview of PowerPoint interface and workspace.

- Creating, saving, and opening presentations.

- Adding and formatting text on slides.

- Working with shapes and basic design elements.

Unit 2:

Visual Design and Slide Formatting:

- Utilizing themes and templates for consistent design.

- Incorporating images, icons, and graphics.

- Arranging and aligning objects on slides.

- Applying font and color schemes effectively.

Unit 3:

Slide Structure and Content Organization:

- Developing a clear and engaging content structure.

- Working with bullet points, lists, and tables.

- Creating and formatting charts and graphs.

- Mastering slide master for unified design.

Unit 4:

Multimedia Integration and Animation:

- Inserting and editing multimedia elements audio, video.

- Applying animations and transitions for dynamic effects.

- Timing and sequencing animations for a polished presentation.

- Setting up speaker notes and presenter view.

Unit 5:

Advanced Techniques and Delivery Skills:

- Creating interactive hyperlinks and buttons.

- Utilizing slide sections for complex presentations.

- Tips for a confident and impactful delivery.

- Handling Q&A sessions and engaging the audience.