



@ASK Training
Attitude | Skills | Knowledge

Creative Microsoft PowerPoint Designs Masterclass

Course Code:
ASKCP8

TPGateway Course Code:
TGS-2020503208

Course Duration:
1 day (8 hours), 9:00am – 5:00pm

Course Fee:
\$280 (\$305.20 Inc. 9% GST) per participant
SDF grant entitled, \$2/hr x 7hrs = \$14
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable
Skillsfuture Credit Claimable for Individual
UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

Course Dates:
<https://asktraining.com.sg/course-schedule/>



Course Synopsis

Create engaging and well-designed slides using PowerPoint and online tools.

Learn how to work efficiently in PowerPoint to produce attractive, top-quality slides and presentations.

Course Objectives

At the end of the 1-day course, you would be:

- Able to understand why creative slides can captivate your audience and coherent with a powerful presentation.
- To learn the techniques to create sophisticated slides with least effort.
- To create impressive PowerPoint slides which meet the presentation goals.



Course Outline

Essential Features

- Using the Selection Pane
- Copying and Moving Techniques
- Resizing, Scaling and Rotation Options
- Rulers and Positioning
- Using Guides
- Aligning and Distribution
- Applying and Repeating Formatting

Design Workflows

- Gaining Inspirations for Slide Designs
- Presentation Design Principles
- Selecting and Applying Colors
- Sourcing for Images
- Sourcing for Icons
- Working with Fonts

Working with Images

- Colouring Options
- Managing Screenshots
- Cropping and Changing Aspect Ratio
- Compressing Images
- Format Picture Options
- Managing Image Backgrounds

Working with Shapes and SmartArt

- Altering Shapes
- Editing Points
- Merging Shapes
- Format Shape Options
- Advanced SmartArt Editing and Formatting

Creating Designer Slides

- Title Slides
- Grid and Connected Pictures
- Sliced Image Composition
- Process and Timeline Slides



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