



**@ASK Training**  
Attitude | Skills | Knowledge

# Creative Microsoft PowerPoint Designs Masterclass

**Course Code:**  
ASKCP8

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

**Course Fee:**  
\$360 (\$392.40 Inc. 9% GST) per participant

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

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



## Course Synopsis

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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

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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.

## Prerequisites

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Regularly use PowerPoint to create, edit & format presentations. Able to create slides with text & images, with essential web browsing skills such as searching & downloading.



# 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



## Speak to a Course Consultant

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