PREREQUISITES

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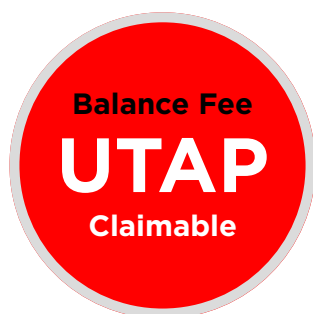
DURATION

🗓 **1 Day**
🕐 **9 AM - 5 PM**

COURSE DATES

https://asktraining.com.sg/microsoft-office-courses/creative-microsoft-powerpoint-designs-masterclass/#course-schedule

Course Code: **ASKCP8**

Creative Microsoft Powerpoint Designs Masterclass

Course Description

Do you want to learn how to create engaging, well-designed, professional and sleek looking PowerPoint slides? Learn how to make use of the various features and functions that PowerPoint offers to augment your slides and bring your ideas to live today.

Course Objectives

- ✓ 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.

Balance Fee
UTAP
Claimable

Full Course Fee:
S$392.40
(inclusive of 9% GST)

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