

## Microsoft PowerPoint Designer

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Effective Presentations are more than just presenting information. This course goes into use of Layout in more depth, focusing on good use of Colour, Fonts, and Graphics to make your presentation stand out. You will learn why Less is more. This course also covers Slide Masters, Headers and Footers, working with Media Objects and Action Buttons. This course is also good for those designing an E-Learning Course.

### Themes

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme

### Visual Design Elements

- Introduction to Visual Design
- Working with Colour
- Using Contrast Effectively
- Design Consistency
- Alignment and Spacing
- Stylization

### Slide Masters

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts

### Templates

- Understanding Templates
- Setting a Custom Templates Location
- Using an Existing Template
- Saving a Custom Template
- Creating a Template From a Theme
- Modifying a Template
- Using a Custom Template

### Tables cont...

- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading

### Charts

- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Chart Elements
- Applying a Chart Style
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts

### Images

- Understanding Pictures
- Understanding Online Pictures
- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album
- Enhancing Images**
- Understanding Picture Enhancements
- The Format Picture Pane

### Media and Action Buttons

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons

### Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions

### Setting Up the Show

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View

### Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device

### Working Collaboratively

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## Tables

Inserting a Table Using the Ribbon  
Inserting Rows and Columns  
Applying a Table Style  
Merging and Splitting Cells  
Adjusting Column Widths

## Enhancing Images cont...

Removing an Image Background  
Applying Colour Corrections  
Recolouring an Image  
Applying a Picture Style & Effects  
Applying Artistic Effects  
Cropping an Image

## Working Collaboratively cont ...

Co-Authoring Documents  
Saving to OneDrive  
Sharing Presentations  
Opening Shared Presentations

## RELATED COURSES

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PowerPoint Presenter | Publisher Designer | Visio Designer | Word Essentials



COACHING AND MENTORING



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PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,  
Participant may choose to focus on certain  
skills, more than others.**

For further information on this or another  
Course, please contact us by email to  
[coach@flexicoach.com.au](mailto:coach@flexicoach.com.au)

Or submit a request via our website:

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