
Microsoft PowerPoint - Advanced

Description: The course prepares to create professional multimedia presentations. Each participant will be familiarized with the tools useful to create and run a presentation using various forms of communication.

Duration: 8 hours

Initial requirements: Completion of the Basic Microsoft PowerPoint course or an equivalent level of knowledge.

From whom: Employees of sales and marketing departments and all those who need to prepare presentations using various forms of communication (sound, graphic, charts, films, animations), and also get to know how to run a presentation.

Module: Animations (MSPP06)

- 1) **Role and tasks of animation during presentation**
- 2) **Slide show**
- 3) **Animation scheme**
- 4) **Non-standard animation**
- 5) **Effect options**
- 6) **Chart animation effect**
- 7) **Text animation**

Module: Layouts and templates (MSPP07)

- 1) **Definition of presentation template**
- 2) **Layout of**
 - a. Slides
 - b. Information materials
 - c. Notes
- 3) **Creating and editing own layouts**
 - a. Title layout
 - b. Slide layout
- 4) **Colour scheme**
 - a. Creating own colour scheme
 - b. Colour models – RGB, HSL
 - c. Modification of colour schemes
 - d. Application of templates in presentation

Module: Preparation of presentation (MSPP08)

- 1) Non-standard presentation**
- 2) Preparation of presentation**
- 3) Running a presentation**

Module: Stages of preparing a presentation (MSPP11)

- 4) Stages of presentation creation**
- 5) Methods of work with a plan**
- 6) Preparation of materials**
 - a. Text slides
 - b. Graphic signs
 - c. Charts and diagrams
- 7) Accompanying materials and notes**
 - a. Style of writing
 - b. Expressiveness of sentences