

## PowerPoint - Beginner (PowerPoint 2019)



BPC-135 2 Days (14 Hours)

### Description

PowerPoint allows you to create clear and attractive presentations in just a few clicks. This two-day training course will provide you with the basics to use essential features efficiently and quickly.

### Who is this training for ?

#### For whom

Any PowerPoint 2019 user

#### Prerequisites

It is necessary to be introduced to the use of a computer and to practice the Windows environment regularly.

### Training objectives

- Construct methodically and quickly a PowerPoint presentation integrating text and illustrations (images, diagrams, tables, graphs).
- Define the graphic line to standardize the layout of the slides.
- Use animation effects to energize the slideshow and project it.
- Create the associated documentation.

### Training program

#### Concevoir une présentation

- Identify the key points of a successful presentation.
- Proceed methodically: 5 steps.
- Develop your plan.

#### Uniformiser la ligne graphique

- Use themes to provide visual consistency.
- Modify theme colors, fonts and effects.
- Use masks to personalize the graphic universe .
- Insert a logo or graphic object in all slides.
- Change bullets on all slides.
- Apply a background style -plan.
- Manage headers and footers.

### Organiser les diapositives

- Use slide sorter mode.
- Delete, move, duplicate, or hide slides.
- Organize slides into sections.
- Copy slides from one presentation to another.

### Enrichir le contenu de chaque diapositive

- Choose a layout that fits the slide content.
- Insert a photo and customize it.
- Create SmartArt diagrams or flowcharts.
- Build a table, draw a graph.
- Insert an Excel table or graph.
- Add decorative WordArt text.
- Position, align and distribute the different objects.
- Dissociate and group objects.

### Dynamiser le diaporama et le projeter

- Apply transition effects to one or more slides.
- Animate text, objects, diagrams.
- Run the slideshow with ease: navigate between slideshows slides, inhibit the screen, use presenter mode.

### Créer la documentation associée

- Print different media, edit in pdf format.