PowerPoint Design

In this interactive 1-day class, you discover how to create compelling and visually pleasing presentation decks using PowerPoint. This class is beneficial for all skill levels, and contains content that is important for those in design, administrative, managerial and executive roles.

What you'll learn in this training course

- Critical basics for using PowerPoint
- How to build a structure for your content
- Visual design principles to build more confident designs
- How to build a type hierarchy
- How to take advantage of grids

- Tips and tricks for interesting imagery
- Using, saving, and sharing themes
- How to effectively use animations and transitions
- How to display your data more effectively
- Incorporating multiple decks into one presentation

Audience for this training course
This course is designed for any one who will be building or editing decks in PowerPoint. Since it is a highly interactive and dynamic class, it works well with teams as well as individuals.

Training course duration
This class is a ne-day in length. It runs from 9:30 am- 4:30 pm. Lunch is approximately from noon - 1:00 pm.

Training course curriculum
You will receive a comprehensive course manual for this class developed by the Certified Instructors at AGI.

Enrolling in this PowerPoint Design training course
You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this PowerPoint Design training course
You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options
This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course
American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

PowerPoint Design training class

Overview
• Introductions
• Overview of workshop

Gaining an understanding of the creative thinking process
• Starting your project before using PowerPoint
• Organizing your thoughts with a mind map
• Establishing your goal, what will the deck be great at?

Building the information architecture
• Determine critical content
• Structure and edit content using post-its
• Testing your content structure

The PowerPoint workspace
• Taking advantage of alternate views
• Locating the features you need

Entering outline into PowerPoint
• Working in outline mode to fine-tune your text
• Rehearsing your presentation
• Converting to navigation mode

Critical basics
• Copying, pasting, cloning
• Rulers and positioning
• Using guides
• Changing the arrangement of your elements
• Playing your deck
• Naming and saving your deck
• Changing the size of your deck

Presentation design principles
• Space and proportion
• Mathematical tricks you can use to build designs

Typography, type hierarchy
• Changing font style, size
• Updating styles
• Going into master slides to change all text
• Putting text on top of images and videos

Taking advantage of master slides
• Establishing text styles
• Establishing guides
• Inserting text and image placeholders
• Understanding underlying slide structure
• Using master slide layouts
• Making changes to your master
• Making changes to multiple slides
• Changing background colors

Adding images to your deck
• Finding your presentation size for images
• Cropping and enhancing images
• Rotating and sizing images
• Preferences and settings that effect imagery

Creating animations
• Build Ins, Actions, and Build Outs
• Using the Animation pane
• Changing order and timing
• Transitions

Creating and editing charts (graphs)
• Creating a standard chart
• Editing Chart data
• Changing the Chart (colors, fonts and more)
• Changing the value slide's style
• Creating and editing Interactive charts

Creating and editing tables
• Editing number of rows and columns
• Changing text format
• Changing colors and borders in cells
• Using table styles

Adding video and audio
• Getting video into your presentation
• Accepted formats
• Overlaying text on your video
• Adding audio to a slide
• Looping

Importing and exporting your deck
• Saving your file
• Saving your deck as a PDF
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