CENTRAL BANK OF EGYPT
Egyptian Banking Institute

PROFESSIONAL
PRESENTATION ESSENTIAL

Program Description:

Master PowerPoint essentials: work with slides, add diverse content, format effectively, utilize text boxes, tables, and design principles. Canva complements with advanced design features, ensuring visually stunning presentations.

Target Audience:

Both courses are designed to cater to a broad audience, including beginners looking to build foundational skills and more advanced users seeking to enhance their proficiency in presentation design. The courses cover a range of topics to accommodate diverse professional and educational needs.

PowerPoint Essential

1. Work with slides

- Add, remove, and rearrange slides
- Change the slide layout
- Change the slide color or background
- Add your own text boxes
- Use Designer to create professional layouts

2. Add content to slides

- Insert Excel data in PowerPoint
- Insert a video from YouTube
- Add an audio or video clip to slides
- Insert PDF content onto a slide

3. Format and organize slides

- Change the text color on slide
- Add a picture as a slide background
- Delete, organize, and group slides
- Change the page orientation of a PowerPoint presentation
- Insert or change the page numbers on slide
- Add a watermark to slides
- Embed fonts into a presentation

4. Adding text boxes

- Placeholders vs. text boxes
- Inserting a text box and adding text
- Formatting a text box

5. Tables

- Create a table on a new slide
- Format the table

6. Design essential

- Ways to use color
- How to choose colors

7. Images and shapes

- Add images
- Work with shapes
- Format and add effects to objects
- Align objects using the Arrange tool
- Understand object layering
- Group objects and use Format Painter
- Group shapes together

Design Presentations with Canva

1. What is Canva
2. Blur Transition
3. Lightbox Effect
4. Note on Presenter Mode
5. Create a Talking Presentation
6. Maximize Audience Interaction
7. Record & Download Talking Presentations
8. How to find WOW Images for your Presentations
9. Business Presentation Template
10. 10) Save A Canva Presentation To PowerPoint

HOTLINE
15200
One number to better serve you!

Headquarters – Nasr City
22 A, Dr. Anwar El Mofty St., Tiba 2000
P.O.Box 8164 Nasr City, Cairo, Egypt
Tel.: (+2) 02 24054472
Fax: (+2) 02 24054471

Working hours: 9:00 am - 5:00 pm
www.ebi.gov.eg

Like us on
facebook.com/EgyptianBankingInstitute

Follow us on
twitter.com/EBItweets

Join us on
linkedin.com/company/egyptian-banking-institute

Watch us on
YouTube Channel: Egyptian Banking Institute (EBI)