7130

In-Class

16 hours

Course 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

Course Objectives:
- Understand how to manage and customize slides in a presentation.
- Learn how to enrich your presentation with various types of content.
- Master formatting options and slide organization techniques.
- Use text boxes effectively to enhance slide content
- Create and format tables to display data clearly.
- Apply design principles to improve slide aesthetics.
- Utilize images and shapes to visually enhance presentations.

Course Outline:

1. Work with slides
- Add, remove, and rearrange slides
- Change the slide layout
- Change the slide color or background
- Add your own text boxes
- UseDesigner 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

Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Course Language:
- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:
Satisfactory completion of Microsoft PowerPoint.