



CENTRAL BANK OF EGYPT
Egyptian Banking Institute

Professional Presentation Essential

Information Technology



7130-V1



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.
- 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.

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.