Designing PowerPoint Slides 1 day

Overview

This 1-day PowerPoint training course will teach you how to design and create clear, engaging PowerPoint slides.

This is a hands-on course. It includes time to try out what you are being taught and for asking questions if you're not clear on anything.

By the time you finish, you'll have a thorough grounding in the basics of designing PowerPoint slides.

- A beginners' PowerPoint design course that covers all of the basics.
- Plenty of one to one attention and time to ask questions.
- Friendly expert trainers, small groups and a comfortable place to learn.
- All the materials and extras that you'll ever need.
- Ongoing support and help with issues you have after the course.

We use version 2016 to train on as all versions are so similar.

Prerequisites

This course assumes you have the basic knowledge of how to use PowerPoint. You do not need to be an advanced user to join.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Communicating with Your Audience
- Different types of presentations
- Core messaging to use in your presentation
- Using visual metaphors consistent with your messaging

Storytelling
- The importance of storytelling in communication
- How you can build a strong narrative

Using Images and Videos
- Do's and Don'ts of using images and videos
- Where to find suitable, high-quality media

The Key Principles of Design
- Balance
- Emphasis
- Contrast
- Repetition
- Proportion
- Form & Space
- Colour

Design Best Practise for PowerPoint
- Master slides & visual themes
- Typography and fonts
- Diagrams
- Arranging your text
- Margins, grids and placement
- Should you use animations?
- Presenting