

**Microsoft PowerPoint: Images, Icons, and Diagrams**

**Course Number:** OFC-136  
**Duration:** 0.5 days

**Overview**

Images, icons, and diagrams add context, visual interest, and professionalism to PowerPoint presentations. This PowerPoint training teaches attendees how to incorporate these graphics into their presentations to create engaging, compelling visuals for each slide. Participants also learn how to unify the appearance of their slides across a presentation.

**Prerequisites**

All students must have some familiarity with Microsoft PowerPoint.

**Materials**

All MS PowerPoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Insert and control photos and illustrations in a slide
* Add shapes and icons and combine them
* Work with SmartArt
* Create custom diagrams with shapes and other elements

**Outline**

* Introduction to Visual Elements in PowerPoint
  + Course Introduction
  + About Visual Elements in PowerPoint
* Images in PowerPoint
  + Inserting and Editing Photographs
  + Managing Photographs
  + Additional Image Types
  + Image Compatibility
* Icons in PowerPoint
  + Inserting and Editing Icons
  + Managing Icons
  + Sourcing Icons
* Diagrams in PowerPoint
  + Working with Shapes
  + Leveraging the Selection Pane
  + Creating SmartArt
  + Breaking Apart and Repurposing SmartArt
* Graphics Advanced Techniques
  + Image Editing
  + Creating a Graphical Library
  + Overlapping and Combining Graphics
* Conclusion