

**Microsoft PowerPoint: Design & Styling**

**Course Number:** OFC-148
**Duration:** 0.5 days

**Overview**

This PowerPoint Design & Styling training course teaches attendees how to create attractive, impactful presentations using images, shapes, videos, and more. Participants also learn how to incorporate animations and transitions into their PowerPoint presentations.

**Prerequisites**

All students must have familiarity with PowerPoint.

**Materials**

All PowerPoint training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

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

**Objectives**

* Work with all menu features
* Discover image sources for PowerPoint
* Create attractive slides with minimal design skills and time
* Use design features efficiently
* Include and play media in a presentation
* Create a reusable theme
* Boost productivity by editing the slide master vs. individual slide editing
* Use transitions and animations to hold your audience’s attention

**Outline**

* Introduction
* Insert Menu Overview
	+ Exploring the Insert menu features and tools
* Insert Images Options and Add-Ins
	+ Open Pexels and Pick Me integration
	+ Adding and editing images on slides
* Design Ideas
	+ Using Design Ideas to improve slide aesthetics
	+ Customizing layout and styles
* Illustrations and Shapes
	+ Inserting and editing illustrations
	+ Grouping, aligning, and manipulating shapes
* Inserting Media
	+ Adding video and audio to slides
	+ Media controls and playback options
* Themes
	+ Customizing color, font, and effects
	+ Saving and applying themes
* Slide Masters
	+ Understanding the benefits of slide masters
	+ Editing and applying slide masters for consistent design
* Transitions Menu
	+ Exploring various slide transitions
	+ Applying and customizing transitions
* Animations Menu
	+ Demonstrating various slide animations
	+ Adding and editing animations for visual effects
* Conclusion
	+ Recap of key points
	+ Q&A and troubleshooting