PPT16-A - MS PowerPoint 2016 advanced course

Microsoft - PowerPoint - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to analyze some tools of Microsoft PowerPoint 2016, enabling participants to use it to support their own communication skills. The topics covered will be supported by practical exercises.

Programma

1. Content and animation effects
• Adding and customizing animation and transition effects
• Adding and customizing a video in a presentation
• Adding action buttons
• Adding links to external files
• Editing and customizing pictures in a presentation
2. Sound effects
• Adding sound effects to a presentation
• Adding sound effects to an animation
• Adding a soundtrack
• Managing the fade-out effects
3. Supporting tools
• Time management: rehearsing timings
• Different save formats
• Page numbering and footers
• Printing a presentation: pros and cons of a relationship
4. The presentation structure

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- The slide master
- Creating and customizing a slide master
- Creating a custom theme

5. PowerPoint and Public Speaking

- Structuring the speech
- Using the slide to support the speech
- Interpersonal communication
- Managing an audience
- Verbal, nonverbal, paraverbal communication
- Attractive presentation and boring presentation
- Predicting questions and contributions in a presentation