

Microsoft PowerPoint **SPECIALIST DESIGN**



Your learning needs are at
the heart of what we do.



By FourSquare Training



Specialist Design Techniques for PowerPoint Publishers Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Introduction to Visual Messaging Strategies and Storytelling**

1. What are the Main Presentation Types?
2. Understanding Visual Signals, Metaphors and Messages
3. Planning your Presentation Structure
4. Planning, Presentation Visualisation and Storyboarding
5. Creating a Moodboard
6. Planning and Structuring your Narrative

- **Module 2: Image and Video Connections**

1. Using Images
2. The Role of Multimedia (Video and Audio)

3. Including Multimedia
4. Image, Video and Audio Resources and Repositories (Creative Commons/Commerical Use)
5. Multimedia Customisation

- **Module 3: Branding and Style**

1. Understanding Master Slides, Slide Hierarchy and Cascading Style
2. The Humble Bullet Point
3. Working with PowerPoint Decks and Slide Stacks

- **Module 4: Working with Colour Palettes**

1. An Introduction to Colour Themes
2. Methods for Building Themes
3. Colour Contrasts and Complements
4. Using a Consistent Colour Palette
5. What are Soft Font Colour Styles?





- **Module 5: An Introduction to the Principles of Good Design**

1. When to use Emphasis and Why
2. Employing Balance
3. Understanding Form and Space
4. When to use Repetition and Why
5. How to use Contrast
6. What is Proportion and Why is it Important?

- **Module 6: Working with PowerPoint Typography**

1. Creating Type Fonts
2. The Art of Communicating a Message Through Fonts
3. Fonts and Best Practice

- **Module 7: Adding a Whiteboard to your Presentation**

1. What is Microsoft Whiteboard?
2. PowerPoint integration with Microsoft Whiteboard
3. Using Logitech Scribe Whiteboard Camera

4. Saving your Whiteboard

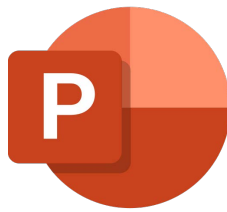
- **Module 8: Working with PowerPoint Charts and Graphs**

1. Creating Charts and Graphs
2. Charts and Datasheets
3. Animating your Chart
4. High Impact Charts and Graph Design

- **Module 9: Creating a Video in PowerPoint**

1. Creating Video Footage from a Presentation
2. Methods for Video Recording
3. Adding PIP features to your Video
4. Including Narration and Subtitles with your Video
5. Adding Annotations
6. How to Publish your Video
7. Publishing Options and Considerations (HD/ SD, resolution, aspect ratio etc.)
8. Understanding Timings and Narration

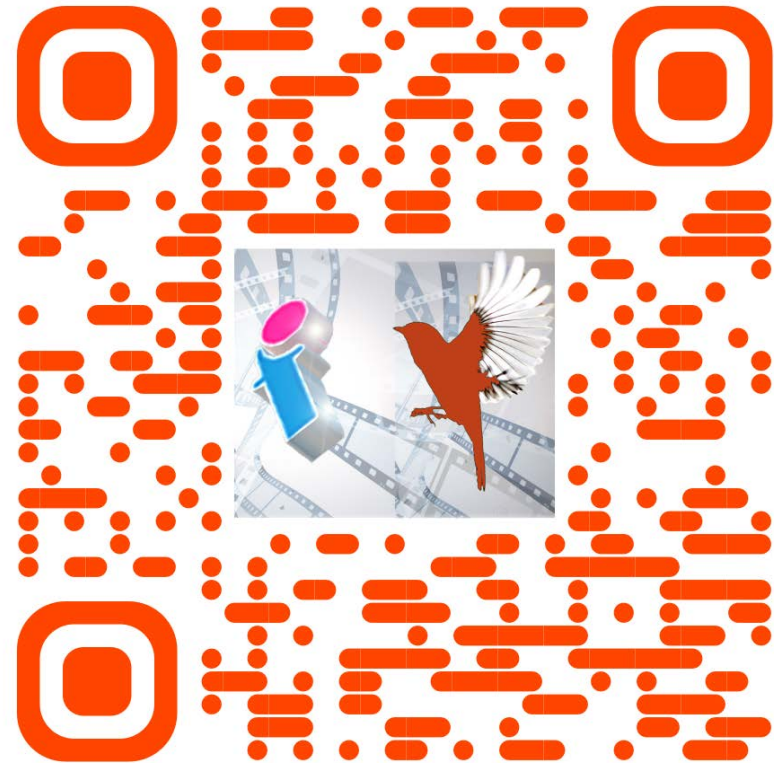




- **Module 10: Dynamic Visuals**
 1. Integrating Infographics with your Presentation
 2. Using Graphics Effectively
 3. Using Animation Effectively
 4. Spectrum of Colours (using Custom Colour, RGB and HEX)
 5. Image Manipulation and Editing in PowerPoint

- **Module 11: PowerPoint Slideshow Navigation**
 1. Introducing Hyperlinks
 2. Hyperlink URLs
 3. Understanding Internal and External Linking

Scan the QR code for more course information:





PowerPoint Course Feedback

“The trainer was very good and pleasant...Very clear in talking me through and very patient! Very very helpful.”

PowerPoint Specialist Design Virtual Classroom

“Very good. Was easily personalised by the instructor to suit our circumstances and business template.”

PowerPoint Intermediate/Advanced Course Solihull

“Great Training! Picked up quite a few useful things from it. Great for all levels.”

PowerPoint Beginners Course Abingdon

“I found the course useful and the instructor came across as very knowledgeable.”

PowerPoint Beginners Course Virtual Classroom

“We had some really great feedback from the last two training sessions, on the quality of the content as well as the delivery from the trainer.”

PowerPoint Beginners & Advanced Courses London

“I did the Powerpoint course yesterday which was very good and covered everything I need to know and more. Simon was an excellent trainer and I got a lot out of it.”

PowerPoint Beginners Course Virtual Classroom

“Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session.”

PowerPoint Intermediate Training London

“The trainer made it easy for me to keep up with the more knowledgeable members of the group.”

PowerPoint Intermediate Course Oldham

“Thank You. Very helpful.”

PowerPoint Beginners/Intermediate Training Course Northamptonshire

“I would like to let you know that I received some positive feedback from the Powerpoint training that was delivered a few weeks ago. A quote that I received below:

They unanimously thought the course was excellent and that the trainer was equally excellent”

PowerPoint Intermediate Course London

“There is more to PowerPoint than I thought before the course. I was surprised at how many features of PowerPoint we had not been using. This course will help with future presentations and with customers.”

PowerPoint Beginners Course Leeds

