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Sign up

Microsoft PowerPoint 2021 training

3 days (21 hours)

Presentation

Microsoft PowerPoint is presentation software from Microsoft. It is part of the Microsoft Office suite. Microsoft PowerPoint runs on Windows and Mac OS.

The latest version is PowerPoint 2021. It's part of the Office 2021 suite and the Office 365 service. Since April 2014, the PowerPoint app has been available on iPad, iPhone, Windows Phone and Android.

This is in line with Microsoft's "Office Mobile" strategy of making its software available on the widest possible range of devices (computers, tablets, smartphones).

Version 2021 brings a host of new features, including Microsoft Search, optimized collaboration with the addition of various new features, and support for ODF 1.3.

PowerPoint is the most widely used presentation program in the world.

Objectives

- Create simple presentations
- Integrating transitions and animations
- Synthesize your ideas

Target audience

Anyone with an introductory level in computing and a good knowledge of the Windows environment.

Prerequisites

Knowledge of the PC environment

Program

Introduction

- Introduction to PowerPoint and other tools in the Office suite
- PowerPoint examples

Getting to grips with the software

- Interface description (Ribbon, Quick Access toolbar, etc.)
- File structure (slideshows, sections, slides)
- Create a new slideshow
- Using slideshow templates

The slides

- Adding/deleting slides
- Slide layouts
- Group slides into sections
- Moving a slide

Adding content

- Reserved areas
- Inserting and formatting text
- Insert and customize shapes
- Insert and customize images
- Create a photo album
- Inserting tables
- Using WordArt
- Charts and flowcharts
- Insert audio and video
- Organizing inserted content

Slide appearance

- Using slide themes
- Add a background
- Create your own theme

Visual effects

- Animating content
- Customize your animation
- Animation timing (start, delay)
- Slide transitions
- Timing transitions

Slideshow display

- Launch slideshow mode
- Creating a customized slideshow
- Set up slideshow
- Other display modes
- Insert header and footer
- Add comments

Advanced presentation

- Adding hypertext links
- Adding an action to an object
- Multimedia content insertion: audio and video
- Print document
- Slide mask management
- Creating your presentation template

Group work

- Compare two presentations
- Slideshow protection
- Check for problems
- Share your presentation
- Distribute your slideshow online

Collaborative working

- Introducing Microsoft's OneDrive service
- Creating a OneDrive account
- Save a file on your OneDrive space
- Share a file or folder
- Define action rights by user

Customize the PowerPoint interface

- Integrate shortcuts into the Quick Access toolbar
- Create a tab with your favorite tools

Methodology

- Defining presentation objectives
- Plan creation and organization
- Presentation diagram
- Mask creation
- Creation of standard slides (new part, content)
- Creation of presentation and animations
- Proofreading and corrections

What's new in the latest version

- Improved collaboration
 - Co-author
 - Improved comments
 - See these employees
- Video recording
- Largest multimedia library
- Rewind
- Search functionality

Add-on module (PowerPoint 365 advanced)

Working with PowerPoint

- Reuse slides from an existing presentation
- Creating slides from a word outline
- Using Excel data in PowerPoint
- Co-authoring with PowerPoint
- Using comments
- Compare and merge presentations

Working with masters, themes and models

- Understanding Slide Master
- Bringing about global change with the Master
- Creating and modifying layout templates
- Adding an image to the Master
- Adding footers to slides
- Customizing and saving a theme
- Creating a model
- Modify notes and handouts Masters
- Working with multiple Master Slides

Working with animation and transitions

- Add an animation
- Customize animation effects options

- Creating an access path to the movement
- Setting animation synchronization and startup options
- Reorganizing and copying the animation
- Using Animation Painter
- Animation of bulleted lists, graphics and SmartArt
- Adding slide transitions
- Customizing slide transitions

Advanced graphics and multimedia functions

- Create SmartArt
- Working with SmartArt, text and bullets
- Customize SmartArt
- Audio insertion
- Setting audio playback options
- Inserting a video
- Configuring video playback options
- Customizing video style options
- Inserting a screen recording
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Advanced presentation functions

- Adding hyperlinks
- Using action buttons in PowerPoint
- Creating a customized slideshow
- Creating and using sections

Advanced slideshow options

- Add annotations to slides
- Working with hidden slides
- Recording slide recording s
- Setting up an automatic presentation
- Drawing and writing with digital ink
- Creating a video from a presentation
- Packaging a presentation

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning on entry to training complies with Qualiopi quality criteria. As soon as enrolment is confirmed, the learner receives a self-assessment questionnaire enabling us to

assess their estimated level of proficiency in different types of technology, and their expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or internal security difficulties within the company (intra-company or virtual classroom) that could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.