

# Getting Started with PowerPoint 2019

## TOSA® certification optional

Hands-on course of 2 days - 14h  
Ref.: OQZ - Price 2024: CHF850 (excl. taxes)

### EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Master the vocabulary and the work interface
- Design a presentation and define its visual style
- Print and save a presentation
- Insert text, tables, shapes and objects
- Animate and create effects
- Convert and share a presentation

### TEACHING METHODS

Active learning based on discussions, real cases, and an evaluation of what was learned from the training.

### HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases.

### CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## THE PROGRAMME

last updated: 06/2022

### 1) Interface and vocabulary of PowerPoint

- Defining the principles of visual communication with PowerPoint.
- Grasping the interface, the ribbon, the Backstage menu.
- Using tabs, command groups, and dialog box launchers.
- Personalizing your environment: the ruler, the grid, the guides.
- Navigating through different display modes.

*Hands-on work* : Get started and customize the interface.

### 2) Defining your visual style

- Creating a presentation. Applying themes, colors and fonts.
- Inserting a slide, choosing a layout.
- Creating and modifying a slide master (bullets for lists, indents, etc.).

*Hands-on work* : Design and customize the visual style of a presentation.

### 3) Entering and editing text

- Inserting a text field: entering and editing.
- Changing alignment, line spacing, paragraph spacing.
- Incorporating numbered and bulleted lists.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Applying a quick style, an effect. Converting text to SmartArt.
- Highlighting text with colors.
- Drawing or writing with digital handwritten input.

*Hands-on work : Insert text, bullets, numbering, then highlight.*

#### 4) Incorporating shapes

- Inserting or modifying a shape: entering text, assigning colors, style, effects.
- Creating a simple process with shapes and a SmartArt.
- Converting handwritten entries into shapes.
- Organizing a slide with the drawing tools.

*Hands-on work : Inserting shapes, editing and organizing them.*

#### 5) Enriching your presentation

- Creating and formatting a simple table.
- Inserting graphics.
- Inserting an Excel table
- Inserting images, changing their appearance, and removing the background.
- Inserting 3D objects.

*Hands-on work : Inserting images and 3D models. Inserting a table, apply a style, merge and split cells.*

#### 6) Energizing your presentation

- Adding and configuring an animation.
- Using the Zoom function.
- Configuring transitions.

*Hands-on work : Animate shapes and use Zoom. Apply the Morphosis transition.*

#### 7) Printing, saving, and sharing

- Distributing a presentation.
- Print settings.
- Saving and creating documents.
- Sharing a presentation and solving accessibility problems.

*Hands-on work : Set up printing and convert to document. Demonstration of a video slide show recording.*

## DATES

---

REMOTE CLASS

2024 : 11 Jul, 24 Oct