



MICROSOFT POWERPOINT DESIGN IN ACTION

Course ID : MSP-L2



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Duration: 1 Day

(6 Hours) 09:00 AM – 04:00 PM



Price: Call (In-house training only)

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business

This course focuses on designing visually compelling and professional presentations. Participants will learn key design principles for creating engaging and impactful slides covering storytelling with infographics, advanced color applications, effective color schemes for text, graphics, and charts, as well as font selection and layout techniques. The course also highlights how to create and customize presentation themes in Microsoft PowerPoint to make your slides visually distinctive and cohesive.

Objectives

1. Participants will be able to explain the key capabilities and functions of Microsoft PowerPoint.
2. Participants will be able to design and format presentations using a various of styles.
3. Participants will be able to apply animations to enhance visual impact.
4. Participants will be able to use advanced tools and techniques to deliver more effective presentations.

Target Audience

1. Individuals looking to improve the visual impact and design quality of their presentations.
2. Learners who are interested in creating infographic style presentation
3. Participants who want to incorporate animation to communicate ideas more effectively.

Prerequisites

1. Basic familiarity with Windows operating systems.
2. Fundamental experience using Microsoft PowerPoint, including adding text, images, and slides.

System Requirements

1. Windows 11 / Windows 10
2. Microsoft PowerPoint | Microsoft 365

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Design Concepts and Principles

- Key design elements
- Emerging trends in presentation design.
- Techniques for creating presentations that are visually appealing and meaningful.

2. Fonts

- Different types of fonts and their characteristics.
- Messages and emotions conveyed by various font styles.
- Best practices for combining in presentations.
- Recommended sources for downloading fonts.

3. Color in Design

- Color meanings and psychological effects.
- Methods for choosing appropriate colors for different contexts.
- Tools for generating effective design color palettes.

4. Using Graphics and Infographics in Presentations.

5. Image Editing and Enhancement

6. Selecting Appropriate Visualizations



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

7. Layout and Composition in Presentations

- Techniques for arranging images, text, and graphics to enhance visual appeal.
- Understanding and applying the Golden Ratio for stronger, more balanced design.

8. Creative Presentation Design Ideas

- Modern and contemporary styles.
- Luxury-inspired styles.
- Technology-themed presentations.
- Minimalist design approaches.

9. Excellent vs. Poor Presentations

- Key best practices and common design pitfalls

10. Steps in Conceptual Design

- Developing and refining presentation design concepts.

11. Case Studies and Workshop

- Choose a preferred presentation style (e.g., modern, luxury, minimalist) as your main concept—one style per participant.
- Work with the same content and redesign it according to the selected style.
- Workshop process:
 - Brainstorming and exploring initial ideas.
 - Drafting concepts aligned with the chosen style.
 - Sharing ideas and selecting the strongest concept.
 - Designing the final presentation based on the selected concept.
 - Presenting the final work and explaining the design rationale.



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