Course : PowerPoint 2021 / Microsoft 365, advanced

Practical course - 1d - 7h00 - Ref. PPU
Price : 450 € E.T.

★★★★½   4,7 / 5

PowerPoint's advanced features make your presentations even more dynamic. In this training course, you'll discover and learn how to use the new features of this version in an advanced way.

🎯 Teaching objectives

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

- ✓ Managing PowerPoint's main functions
- ✓ Create and format a high-quality presentation with PowerPoint
- ✓ Adding multimedia content to a presentation
- ✓ Working as a team on a presentation
- ✓ Prepare and deliver a professional presentation.

Intended audience
Any user wishing to master PowerPoint's new operational functions.

Prerequisites
Good knowledge of basic PowerPoint 2021 features.

Practical details

Hands-on work
Practical exercises, exchanges and demonstrations.

Teaching methods
Active pedagogy based on assessments throughout the course, exchanges, demonstrations and application exercises.

Course schedule

1 Reminder & advanced use of PowerPoint

- Use keyboard shortcuts and advanced features to save time and improve efficiency.
- Create interactive presentations with links, actions and summary zooms.
- Organize your work with the sorter and sections.
- Advanced customization of themes and styles.
- Make revisions in Protected mode.

Hands-on work
Create an interactive presentation.

2 Creating professional presentations

- Use advanced templates and themes to give your presentation a professional look.
- Create title and content slides with advanced animations.
- Manage external data (Excel, Access) in presentation slides.
- Use the video editing tool to create advanced videos for integration into the presentation.

Hands-on work
Use advanced themes to give your presentation a professional look.

3 Collaboration and presentation sharing

- Manage the advanced narration tool to export the presentation as a video.
- Send presentation by e-mail or as a shared link.
- Share the presentation with other users and modify access authorizations.
- Work as a team on the same presentation.

Hands-on work
Collaborate on a presentation

4 Tips and tricks to improve presentation quality

- Tips for a quality presentation (structure, design, content).
- Tips to make your presentation more interactive and engaging.

Storyboarding workshops
Sharing tips to make presentations engaging.

Dates and locations

REMOTE CLASS
2026 : 18 May, 5 Oct., 24 Nov.

PARIS LA DÉFENSE
2026 : 18 May, 5 Oct., 24 Nov.