Course : PowerPoint, advanced

optional remote TOSA® certification
Practical course - 2d - 14h00 - Ref. PDO
Price : 890 CHF E.T.

★★★★⯪   4,4 / 5

This training course will enable you to master the advanced features of PowerPoint. You'll learn how to personalize and enrich your presentations to make them more dynamic and in tune with your distribution objectives.

Teaching objectives

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

- ✓ Customize your presentation with different masks
- ✓ Apply effects and styles to objects in a presentation
- ✓ Integrate multimedia elements into your presentation
- ✓ Creating advanced diagrams with SmartArt
- ✓ Energize your presentation with transition and animation effects

Intended audience

Designers of elaborate presentations wishing to acquire a working method enabling them to exploit all the product's features.

Prerequisites

Good knowledge of basic PowerPoint functions or knowledge equivalent to that acquired in the course "PowerPoint, creating clear, powerful presentations" (Ref. PDP)

Practical details

Hands-on work
Discussions, practical exercises and training to prepare you for the TOSA® certification, if you have taken it as an option.

Teaching methods
Active pedagogy based on discussion, practical exercises and practice for the optional TOSA® certification, and assessment of skills acquired throughout the course.

Course schedule

PARTICIPANTS
Designers of elaborate presentations wishing to acquire a working method enabling them to exploit all the product's features.

PREREQUISITES
Good knowledge of basic PowerPoint functions or knowledge equivalent to that acquired in the course "PowerPoint, creating clear, powerful presentations" (Ref. PDP)

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.

1 Tool ergonomics

- Navigate to the Backstage menu.
- Identify the ribbon, tabs and command groups.
- Personalize your environment.

Hands-on work
Customize the toolbar.

2 Masks and defining a graphic line

- Configure slide masks.
- Use multiple masks.
- Program document mask and note page mask.
- Save as a template.

Hands-on work
Customize presentation masks, create personalized layouts.

3 Text zones and shapes

- Control text zone options (line spacing, margins, etc.).
- Apply effects and styles.
- Draw a shape.
- Align, space, group and ungroup.

Hands-on work
Adjust text, apply effects. Insert and merge shapes, apply colors.

4 Advanced diagrams and processes

- Create a complex process.
- Use the SmartArt library.

Hands-on work
Create a complex process with connectors.

5 Inserting external and multimedia objects

- Insert an image, plan or diagram.
- Integrate Excel charts with and without links.
- Add and set sound and video parameters.
- Trim a video and bookmark it.

Hands-on work
Insert images and videos.

6 Slide show preparation and distribution

- Create customized animations.
- Animate and move multiple objects simultaneously.
- Set transitions between slides.
- Use action buttons, insert hypertext links.

Hands-on work
Create transition effects and adapt animation options.

(7) Print presentation

- Optimize document mask.
- Set printing parameters.

Hands-on work

Set print parameters using the document mask.

(8) Collaborative work

- Broadcast the slideshow in Web format.
- Present online using the Office service.
- Share a presentation.

Hands-on work

Save and share a presentation.

Options

Certification : 80 € HT

TOSA® certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. The TOSA® diploma is sent out if the learner's score exceeds 351 points. sauteligneOnce the exam has been completed, the learner can consult his or her results on-line, and receives a certificate by e-mail, together with a detailed report on his or her skills and diploma within 5 days. The exam lasts 1 H 00 and consists of 35 exercises alternating between manipulations on the software and multiple-choice questions, the difficulty of which varies according to the learner's answers. Without specific request, it is given by default in French and on the most recent software version. The course is monitored by software and recorded for compliance control purposes.

The certification option comes in the form of a voucher or invitation that will allow you to take the exam at the end of the training course.

Dates and locations

REMOTE CLASS
2026 : 23 Apr., 28 May, 25 June, 25 June, 31 Aug., 31 Aug., 29 Oct., 19 Nov., 10 Dec., 10 Dec.