

Course : PowerPoint, advanced features

optional ENI RS6693 certification

Practical course - 2d - 14h00 - Ref. PFA

Price : 890 CHF E.T.

★★★★☆ 4,4 / 5

This hands-on training course will enable you to reinforce your PowerPoint skills. You'll consolidate your knowledge and enrich your presentations with advanced features to become a true expert.

Teaching objectives

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

- ✓ Master the PowerPoint environment and tools
- ✓ Designing complex presentations
- ✓ Learn more about using slide masks
- ✓ Energize a presentation
- ✓ Using PowerPoint as an artistic creation tool

Intended audience

Anyone wishing to improve their PowerPoint skills and discover its advanced features.

Prerequisites

Good knowledge of PowerPoint or knowledge equivalent to that provided by the course "PowerPoint 2016/2013/2010, advanced".

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

Anyone wishing to improve their PowerPoint skills and discover its advanced features.

PREREQUISITES

Good knowledge of PowerPoint or knowledge equivalent to that provided by the course "PowerPoint 2016/2013/2010, advanced".

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 Update your knowledge of the PowerPoint environment

- Understand the principles of import, retrieval, export and interoperability.
- Convert PowerPoint presentation.
- Export a presentation to common formats.
- Learn about best practices for Office Online and Office 365.
- Collaborate on PowerPoint with SharePoint.

Hands-on work

Convert and export PowerPoint presentations.

2 Perfect your design skills

- Master themes, layouts, styles and templates.
- Modify and format an object.
- Order, superimpose, align, divide, group and dissociate objects.
- Subtracting, combining and fragmenting shapes.
- Create interactive quizzes.
- Create tutorials.

Hands-on work

Save themes, manage objects, create interactive quizzes and tutorials using links.

3 Customize your graphic line and slide masks.

- Customize the background of your slides.
- Create layouts.
- Manage layouts and reserved spaces.
- Use multiple slide masks.
- Configure your comments page mask.

Hands-on work

Create multiple masks and customize comment pages.

4 Improve slide animation effects

- Insert slides from another presentation.
- Manage chapters in a presentation using sections.
- Insert and manage an audio or video clip.
- Define interactions on an object.
- Create animation effects on objects.
- Customize animation effects.
- Automatically trigger animation effects.
- Refine transitions.

Hands-on work

Organize your presentation, improve animations and transitions.

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 to review your request and its feasibility.

5 Successful projections.

- Scroll slides automatically.
- Create customized slideshows.
- Select slides for the slideshow.
- Set up slideshows and annotations.
- Finalize a presentation and practice distribution methods.
- Use Presenter mode.

Hands-on work

Set up your projection, use Presenter mode.

6 Using PowerPoint as an artistic creation tool

- Create clips.
- Create a photo album.
- Use motion design techniques.
- Generate a video.

Hands-on work

Create a photo album and clip.

Options

Certification : 60€ HT

The ENI certification "Computer-assisted presentation (PowerPoint)" is offered as an option when registering for this course. The assessment, accessible online 24 hours a day, is timed (1 hour) and consists of practical cases as well as multiple-choice and single-choice questions (QCM/QCU). The practical cases, which simulate a realistic work environment, carry five times more weight than a MCQ/QCU. The final score, out of 1000 points, determines the level reached: operational (500 to 700 points) or advanced (701 to 1000 points). Certification is validated from 500 points and attests to mastery of PowerPoint functionalities. Results are available immediately after the test, and the certificate is sent by e-mail. This certification is registered under number RS6693 with the Répertoire Spécifique de France Compétences.

Certification : 80€ HT

The ENI certification "Computer-assisted presentation (PowerPoint)" is offered as an option when registering for this course. The assessment, accessible online 24 hours a day, is timed (1 hour) and consists of practical cases as well as multiple-choice and single-choice questions (QCM/QCU). The practical cases, which simulate a realistic work environment, carry five times more weight than a MCQ/QCU. The final score, out of 1000 points, determines the level reached: operational (500 to 700 points) or advanced (701 to 1000 points). Certification is validated from 500 points and attests to mastery of PowerPoint functionalities. Results are available immediately after the test, and the certificate is sent by e-mail. This certification is registered under number RS6693 with the Répertoire Spécifique de France Compétences.

Dates and locations

REMOTE CLASS

2026 : 25 June, 25 June, 8 Oct., 8 Oct.