Course : PowerPoint Microsoft 365, advanced

Practical course - 1d - 7h00 - Ref. PMP
Price : 520 CHF E.T.

Microsoft 365's advanced PowerPoint 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 the main features of Microsoft 365 PowerPoint
- ✔ Create and format a high-quality presentation with PowerPoint
- ✔ Adding multimedia content to a presentation
- ✔ Teamwork on a presentation using Microsoft 365
- ✔ Prepare and deliver a professional presentation.

Intended audience

Any user wishing to master the new operational functions of PowerPoint Microsoft 365.

Prerequisites

Good knowledge of basic PowerPoint functions.

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

PARTICIPANTS
Any user wishing to master the new operational functions of PowerPoint Microsoft 365.

PREREQUISITES
Good knowledge of basic PowerPoint functions.

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 Advanced use of Microsoft 365 PowerPoint

- Create interactive presentations with dynamic navigation.
- Advanced customization of themes and styles.
- Exploit intelligent hyperlinks and contextual actions.
- Customize cloud themes and exclusive styles.
- Make revisions in Protected mode.

Hands-on work
Create an interactive presentation.

2 Creating advanced professional presentations

- Make the most of exclusive Microsoft 365 templates and themes.
- Use animations and transitions.
- Master screen recording with automatic subtitling.
- Manage the advanced narration tool to add audio and video commentary.

Hands-on work
Create a professional presentation.

3 Advanced multimedia integration

- Use the Microsoft 365 multimedia library.
- Use animated and interactive 3D models.
- Integrate dynamic web content.
- Create infographics with advanced SmartArt.
- Use exclusive Microsoft 365 visual effects.

Hands-on work
Integration of advanced multimedia content.

4 Optimization and professional distribution

- Tips for a quality presentation (structure, design, content).
- Use multilingual subtitles in real time.
- Optimize for different delivery platforms.
- Create professional recordings with narration.

Hands-on work
Cross-platform optimization of presentations.

Dates and locations

REMOTE CLASS
2026 : 17 June, 29 Sep., 11 Dec.

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.