

# PowerPoint e-learning channel 2021 / 2019 / 2016

*Practical course - 2d - 14h28 - Ref. 8PT*

*Price : 290 € E.T.*

NEW

Créez des présentations percutantes avec Powerpoint ! Cette chaîne spécialisée vous apprendra à concevoir des diapositives claires et impactantes sur Powerpoint. Maîtrisez les fonctionnalités essentielles, dynamisez vos présentations et captez votre auditoire avec vos visuels. Au début de votre formation, vous serez amené à sélectionner la version de Powerpoint de votre choix (2021/2019/2016).

## Teaching objectives

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

- ✓ Design and personalize presentations.
- ✓ Distribute and share your presentations.
- ✓ Improve communication quality.
- ✓ Customize and enrich a presentation.

## Intended audience

Anyone wishing to learn how to use Powerpoint.

## Prerequisites

Basic knowledge of the Windows environment.

### PARTICIPANTS

Anyone wishing to learn how to use Powerpoint.

### PREREQUISITES

Basic knowledge of the Windows environment.

### 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.

### 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.

## Practical details

### Digital activities

The Office structure: Cloud-based, no-installation software, recorded courses, expert videos and best-practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 PowerPoint, from basics to advanced (2021/2019/2016)

- Start your training.
- Discover PowerPoint.
- Create your first slides.
- Project and print a slideshow.
- Take care of slide text.
- Turn a speech into slides.
- Illustrate slides.
- Add and manage text and image zones.
- Place tables and diagrams.
- Improve slide management.
- Use masks.
- Enhance presentations with graphic objects.
- Move the slides.
- Successful projections.
- Share and protect presentations.
- Find out more.
- Discover use cases with a Microsoft 365 subscription (2021/2019).

## Options

Certification : 100 € HT

### 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.