

Course : PowerPoint 2021 / Microsoft 365, advanced

Practical course - 1d - 7h00 - Ref. PPU

Price : 520 CHF E.T.

★★★★★ 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

PARTICIPANTS

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

PREREQUISITES

Good knowledge of basic PowerPoint 2021 features.

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 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.

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.

Dates and locations

REMOTE CLASS

2026 : 24 Mar., 18 May, 5 Oct., 24 Nov.