COURSE SYLLABUS

PowerPoint Design

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/powerpoint-design-class-nyc



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Course Outline

Designing the Content: Telling a Story with Your Presentation

- Focus on the Message
- Tips for Managing Content
- Using Presenter Notes
- Ways to use Presenter Notes (Presenting, Microsoft Teams, Zoom, Printing)
- Using Outline View

Visuals

- Visualize Your Data
- Charts, SmartArt, & Photos

Typography

- Choosing Appropriate Fonts
- Font Size & Weight
- Type Hierarchy
- Where to Get Fonts
- Using Master Slides to Properly Set Theme Fonts
- Embedding Custom Fonts

Colors

- Color Harmonies: Choosing Appropriate Colors (That Work Well Together)
- Resources for Creating Color Palettes
- Using Master Slides to Properly Set Theme Colors

Working with Photos

- Tips for Cropping Photos (Proper Composition)
- Scaling Proportionally

Fixing Stretched/Squished Graphics

Where to Get High Quality Photos

Licensing Issues to Consider

Paying Attention to the Details

Text Styling

Alignment & Layout

Spacing

Consistency

Using Animation to Strengthen Your Presentation

Slide Transitions vs Animations

How to Animate Bullet Points: A Very Effective Presentation Technique!

Morph Transition