

**Microsoft PowerPoint: Design & Styling**

**Course Number:** OFC-148  
**Duration:** 0.5 days

**Overview**

This PowerPoint Design & Styling training course teaches attendees how to create attractive, impactful presentations using images, shapes, videos, and more. Participants also learn how to incorporate animations and transitions into their PowerPoint presentations.

**Prerequisites**

All students must have familiarity with PowerPoint.

**Materials**

All PowerPoint training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Work with all menu features
* Discover image sources for PowerPoint
* Create attractive slides with minimal design skills and time
* Use design features efficiently
* Include and play media in a presentation
* Create a reusable theme
* Boost productivity by editing the slide master vs. individual slide editing
* Use transitions and animations to hold your audience’s attention

**Outline**

* Introduction
* Insert Menu Overview
  + Exploring the Insert menu features and tools
* Insert Images Options and Add-Ins
  + Open Pexels and Pick Me integration
  + Adding and editing images on slides
* Design Ideas
  + Using Design Ideas to improve slide aesthetics
  + Customizing layout and styles
* Illustrations and Shapes
  + Inserting and editing illustrations
  + Grouping, aligning, and manipulating shapes
* Inserting Media
  + Adding video and audio to slides
  + Media controls and playback options
* Themes
  + Customizing color, font, and effects
  + Saving and applying themes
* Slide Masters
  + Understanding the benefits of slide masters
  + Editing and applying slide masters for consistent design
* Transitions Menu
  + Exploring various slide transitions
  + Applying and customizing transitions
* Animations Menu
  + Demonstrating various slide animations
  + Adding and editing animations for visual effects
* Conclusion
  + Recap of key points
  + Q&A and troubleshooting