

Interactive presentations and templates with Microsoft PowerPoint («MP2»)

Learn how to create designs and templates with the slide master and the use of multimedia.

Duration: 1 day

Price: 700.–

Course documents: Digicomp Courseware

Content

Creating designs and templates with the slide master, custom animations, interactivity, and multimedia topics such as audio, video, and flash videos are all part of this one-day course.

1. Custom animations
 - For and against
 - Effect Categories
2. Interactivity
 - Interactive buttons
 - Actions
 - Hyperlinks
3. Audio and video
 - Sound file types
 - Insert audio file
 - Supported video formats
 - Insert video file
 - Flash videos
 - Screen capture
4. Designs and templates
 - Difference between designs and PowerPoint templates
 - Apply designs
 - Compose a new design
 - Slide master
 - Handout master
 - Notes master
 - Save as a template

Key Learnings

- Creating PowerPoint templates
- Targeted use of multimedia such as video and audio files and interactive buttons
- Mastering the slide master to be able to define presentation standards
- Creating, customizing, and deleting slide layouts

Target audience

The course is aimed at users who already work with PowerPoint, have a good understanding of its basic features, and would like to deepen their knowledge. This course is not intended for beginners.

Requirements

Basic knowledge of PowerPoint equivalent to the following course is required:

- [Microsoft PowerPoint fundamentals \(«MP1»\)](#)
- [Microsoft PowerPoint Refresher \(«MPREFR»\)](#)

Additional information

This course is suitable for PowerPoint 2019, 2016 and 2013 users.

Further courses

- [Target-group-oriented presentations with PowerPoint \(«MPZGP»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-powerpoint/course-interactive-presentations-and-templates-with-microsoft-powerpoint