PowerPoint advanced

Lecturer: Massimo Ballerini

Language

English

Course description and objectives

The course covers the main advanced features of PowerPoint to create professional presentations. In particular, it will be explained how to plan and create an effective presentation, containing text, images, logos, multimedia objects and animations. It will also be explained how to manage the phase of the delivery and how to share the final output.

The aim of the course is to teach the use of Microsoft PowerPoint to a professional level, not only from a technical point of view but also from that of communication strategies.

The course is also valuable as preparation for the **ICDL Advanced Presentation** certification.

Upon successful completion of this course, students should be able to:
- Design professional presentations using custom templates
- Create and organize contents according to the objectives
- Use graphical effects, animations and multimedia objects
- Manage the publishing and the delivery of a presentation

Audience

The course is open to all Bocconi students. In particular it is targeted at:
- Those who want to prepare for the ICDL Advanced Presentation (PowerPoint) certification
- Those who want to learn how to create effective and professional presentations

Prerequisites

To have a basic proficiency with PowerPoint and a good proficiency working in Windows environment.

In particular, it is required to know:

- How to create a new presentation
- How to insert in a slide basic elements like: texts, drawings, images
- How to apply and modify the basic editing formats
- How to work with different presentation views

Duration

16 hours

Teaching mode

This course will be only taught in person. Distance mode will not be provided.

Calendar

Lecture	Date	Time	Room
1	Mon 12/02/2024	18.15 - 19.45	N14
2	Wed 14/02/2024	18.15 - 19.45	N14
3	Mon 19/02/2024	18.15 - 19.45	N14
4	Wed 21/02/2024	18.15 - 19.45	N14
5	Mon 26/02/2024	18.15 - 19.45	N14
6	Wed 28/02/2024	18.15 - 19.45	N14
7	Mon 04/03/2024	18.15 - 19.45	N14
8	Wed 06/03/2024	18.15 - 19.45	N14

Note: lessons will be held in the traditional room and **all the students have to bring their own device**.

Syllabus of the course

Lecture	Topics	Book and Syllabus references
1	**Presentation planning** - Theoretical introduction: how to design a presentation - Analysis and preliminary choices - Presentation objective - Design according to time, audience and place **Organizing the content:** - Managing slide master and layouts - Templates - Themes *Exercise*	**Book Sections:** **1** **-** *Syllabus 3.0 categories:* **1 - 2**
2	**Visual communication: using graphics and images** - Types of images - Inserting and importing images - Graphic objects formatting - Editing of graphic objects - Shapes, SmartArts, Charts and Diagrams - Other tools: equations *Exercise*	**Book Sections:** **2, 3** **-** *Syllabus 3.0 categories:* **3 - 4**
3	**Multimedia: using audio and video** - Audio and video formats - Inserting audio and video objects - Troubleshooting of audio and video problems *Exercise*	**Book Sections:** **3, 4** **-** *Syllabus 3.0 category:* **5**
4	**Animations** - Set and customize animation effects - Set text animations - Animate the elements of a chart - Advanced animation effects *Exercise*	**Book Sections:** **3, 4** **-** *Syllabus 3.0 category:* **5**

Lecture	Topics	Book and Syllabus references
5	**Improve the productivity** - How to insert and manage linked objects and embedded objects - Hypertext links - Action buttons - How to import slides from other presentations and files - How to export slides as graphic objects *Exercise*	**Book Sections:** **1, 2, 6** **-** *Syllabus 3.0* *category:* **6**
6	**Organizing and publishing a presentation** - Custom slide shows - Managing transitions - Using notes - Delivering and controlling a presentation *Exercise*	**Book Sections:** **5** **-** *Syllabus 3.0* *category:* **7**
7	**Creating a complex presentation:** - Hands-on activity, working individually on an assignment	
8	**Final recap and preparation to the ICDL test**	

Software used

Microsoft PowerPoint 2019/365

Suggested bibliography

ECDL Advanced Presentation Software Using PowerPoint 2013, CIA Training Ltd, 2013

Available seats

This activity is limited to **110** participants. Registrations cannot be carried out once this number has been reached or after closing of the registration period.
Please remember that you can unsubscribe from ITEC courses only before the registration deadline