PowerPoint advanced

Lecturer: Maurizio De Pra

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

Guidelines

Registration:

You can sign up for the course only through the yoU@B student Diary, in the " **sign-up for various activities**" box (please note that the box appears only when registrations open. Before then it will not be visible).

You can only cancel your registration by Diary **no later** than the registration deadline for the course itself. No other ways of cancellation are allowed.

Registration will be confirmed a few days before the start of the course through a message posted in the yoU@B student Diary.

Attendance:

- Attendance of **75% or more** of class hours: obtainment of the Open Badge
- Attendance of **less than 25%** of class hours: placement on **Exclusion List**

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	Thu 05/02/2026	18.15 - 19.45	N12 (L. Del Vecchio)
2	Fri 06/02/2026	14.45 - 16.15	N12 (L. Del Vecchio)
3	Thu 12/02/2026	18.15 - 19.45	N12 (L. Del Vecchio)
4	Thu 19/02/2026	18.15 - 19.45	N12 (L. Del Vecchio)
5	Thu 26/02/2026	18.15 - 19.45	N12 (L. Del Vecchio)
6	Thu 05/03/2026	18.15 - 19.45	N12 (L. Del Vecchio)

| 7 | Thu 12/03/2026 | 18.15 - 19.45 | N12 (L. Del Vecchio) |
| 8 | Fri 13/03/2026 | 14.45 - 16.15 | N12 (L. Del Vecchio) |

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

Syllabus of the course

Lecture	Topics

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:
- Introduction to managing slide master and layouts
- Templates
- Themes

2 **Visual communication: using graphics and images**
- Working with images: inserting, importing and editing
- Image formatting: cropping, changing shape, applying effects
- Images alignment and grouping
- Using images in slide master and layouts
- Hands-on: creating different layouts with images

3 **Visual communication: using shapes**
- Working with shapes
- Using editing points to change shapes
- Merging shapes to create custom shapes
- Hands-on: creating complex objects with shapes

4 **Infographic approach: creating complex diagrams**
- Using shapes, images and text to create custom diagrams
- Learning how to use effectively layers to combine shapes, text and images to represent processes and relationships
- Hands-on: creating multi-step process diagrams with shapes

Lecture	Topics
5	**Animations and slide transitions**
	- Set and customize animation effects
	- Set text animations
	- Use motion paths to create effective animations
	- Advanced animation effects
	- Hands-on: creating an animated timeline
6	**Using kinetic text to improve presentation effectiveness**
	- How to create kinetic text
	- The role of shapes, background and animation in managing kinetic text
	- Hands-on: creating dynamic titles, text callouts and presentation openers
7	**Creating a complex presentation (part 1)**
	- Hands-on activity to create a modern, animated and effective presentation
8	**Creating a complex presentation (part 2)**
	- Hands-on activity to create a modern, animated and effective presentation

Software used

Microsoft PowerPoint 365

Available seats

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

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MILANO