

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.

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

Upon successful completion of this course, students should be able to:

- Design professional presentations
- 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 **ECDL Advanced Presentation (PowerPoint)** certification
- Those who want to learn how to create effective and professional presentations
- Those who want to enrich their curriculum

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

12 hours

Calendar

Lecture	Date	Time	Room
1	Tue 05/02/2019	18.00 - 19.30	Info AS04
2	Tue 12/02/2019	18.00 - 19.30	Info AS04
3	Tue 19/02/2019	18.00 - 19.30	Info AS04
4	Tue 26/02/2019	18.00 - 19.30	Info AS04
5	Tue 05/03/2019	18.00 - 19.30	Info AS04
6	Tue 12/03/2019	18.00 - 19.30	Info AS04

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:

- Managing slide master and layouts
- Templates
- Themes

Exercise

Lecture	Topics
2	<p>Visual communication: using graphics and images</p> <ul style="list-style-type: none"> - Types of images - Inserting and importing images - Graphic objects formatting - Editing of graphic objects - Shapes, SmartArts, Charts and Diagrams - Other tools: equations <p><i>Exercise</i></p>
3	<p>Multimedia: using audio and video</p> <ul style="list-style-type: none"> - Audio and video formats - Inserting audio and video objects - Troubleshooting of audio and video problems <p>Animations</p> <ul style="list-style-type: none"> - Set and customize animation effects - Set text animations - Animate the elements of a chart <p><i>Exercise</i></p>
4	<p>Improve the productivity</p> <ul style="list-style-type: none"> - 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 <p><i>Exercise</i></p>
5	<p>Organizing and publishing a presentation</p> <ul style="list-style-type: none"> - Custom slide shows - Managing transitions - Using notes - Delivering and controlling a presentation <p><i>Exercise</i></p>
6	<p>Final test</p>

Software used

Microsoft PowerPoint 2016

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.