

Course:**Professional Presentation with Microsoft PowerPoint**

Duration 2 Days**Course Description**

In this course, you will learn to enhance presentations with feature that will transform basic presentations into those with a powerful means of communication, by using PowerPoint, Flash, XARA 3D, and Illustrator.

Prerequisites

To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge:

- Windows : Introduction
- Microsoft PowerPoint : Level 1
- Microsoft PowerPoint : Level 2

Course Outline**Getting Start**

- Idea for Professional Presentation
- Designing Composition
- Designing Title and Sub Title
- Preparing Data

Photoshop

- Adjusting the Image for Presentation
- Resolution and Image Size
- Retouching by Photoshop
- Creating Text Blending Effect

Illustrator

- Applying Style for Design
- Insert Exiting Symbol
- Create Logo from Scanner to Vector Graphic

XARA 3D

- Create Title & Logo Animation on 3 D
- Create and Manage
 - Design
 - Color
 - Extrude
 - Design
 - Bevels
 - Shadow
 - Texture
 - Animation
- Exporting / Importing

FLASH

- Create a Timeline Animation
- Create Title Intro

Nero Wave Editor

- Editing Audio Files for Present

PowerPoint

- Example of good Presentation
- Design Font and Manage Font Size for Presentation
- Applying Flash Animation for Slide Intro
- Applying an Animation Effect
- Adding Multimedia : Sound (CD Audio or MP3) / Movie (VDO CD or DVD)
- Working with Narrations and Slide Timing
- Creating Multiple Master Slides