

PowerPoint Pro: Mastering Presentations, Infographics, and AI

Duration: 3 Days

Day 1: PowerPoint Basics and Fundamentals

- 1. Introduction to PowerPoint and Professional Presentation Essentials**
 - What makes a presentation professional?
 - Understanding slide design, layout, and structure
 - 2. Creating Your First Presentation**
 - Opening PowerPoint, navigating the interface, and creating a new presentation
 - Adding and formatting text, images, and shapes
 - 3. Basic Formatting and Design**
 - Slide backgrounds, themes, and templates
 - Working with fonts, colors, and alignment
 - 4. Basic Slide Transitions and Animations**
 - Understanding transitions and when to use them
 - Simple animations for text and images
 - 5. Saving and Sharing Presentations**
 - Exporting, sharing, and different file formats
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Day 2: Intermediate PowerPoint Skills and Infographics

- 1. Designing Visuals for Impact**
 - Using SmartArt and shapes for data visualization
 - Basic infographics: design elements, icons, and layouts
- 2. Tables, Charts, and Graphs**
 - Inserting and formatting tables and charts
 - Creating and customizing graphs for data representation
- 3. Advanced Transitions and Animations**
 - Applying layered animations and effects
 - Using the Animation Pane for precise control

4. **Working with Multimedia**

- Embedding videos, audio, and hyperlinks
- Managing multimedia for seamless presentations

5. **Collaborative Features in PowerPoint**

- Co-authoring, comments, and using the Review Pane

6. **Using AI for Enhanced Presentations**

- Introduction to PowerPoint Designer and AI-based recommendations
 - Tips for enhancing layouts and visual appeal with AI
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Day 3: Advanced PowerPoint Skills and AI for Infographics

1. **Advanced Infographics Creation**

- Designing data-driven infographics from scratch
- Using AI to create customized infographics

2. **Master Slides and Templates**

- Setting up master slides for consistent design
- Creating and managing custom templates

3. **Interactive and Non-linear Presentations**

- Adding hyperlinks, buttons, and interactive navigation
- Designing non-linear presentations for specific audiences

4. **AI-Powered PowerPoint Features**

- Using AI tools to generate slides and content
- Leveraging AI for theme suggestions and visual enhancement

5. **Final Presentation Touches**

- Reviewing, polishing, and preparing for delivery
- Tips for practicing and presenting confidently

6. **Q&A and Workshop: Creating a Professional Presentation with Infographics and AI**

- Hands-on practice creating a professional presentation using learned skills
- Review of best practices, feedback, and improvement tips