

# Getting Started with PowerPoint TOSA® Certification Option

Hands-on course of 2 days - 14h

Ref.: PDP - Price 2024: €760 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Get familiar with the PowerPoint work environment

Add slides and choose your presentation with themes and masters

Integrate content and apply styles to the slide text

Create diagrams and processes in slides

Insert tables in the presentation

Animate objects in the presentation and add animations and transitions to make it more dynamic

## TEACHING METHODS

Active learning based on discussions, real-world cases, practice exercises if taking the TOSA® certification exam, and an evaluation of what was learned from the training.

## EXERCISE

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

## CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2021

### 1) Issues of the training

- Defining the principles of successful communication.
- Identifying what PowerPoint contributes.

*Storyboarding workshops* : Demonstration and experience sharing.

### 2) The PowerPoint interface.

- The Office button, the Backstage menu.
- Navigating PowerPoint: The ribbon, tabs, command groups.
- Identifying the Quick Access toolbar, the box launcher.
- Personalizing your environment: the ruler, the grid, the guides. The different display modes.

*Hands-on work* : Getting started with the interface.

### 3) Creating a new presentation

- Creating a presentation. Applying and varying a theme.

- Inserting a slide, choosing a layout.
  - Customizing the visual style: Using slide masters.
- Hands-on work : Creating a presentation. Using a theme. Inserting slides.*

#### 4) Entering and editing text

- Inserting a text field: entering and editing.
- Changing alignment, line spacing, paragraph spacing.
- Applying a quick style, an effect.
- Incorporating a numbered or bulleted list.

*Hands-on work : Insert a text box. Modify text attributes. Insert bullets, numbering.*

#### 5) Enhancing your presentations

- Inserting or modifying a shape: entering text, assigning colors, style, effects.
- Incorporating an image, a plan.
- Creating a simple process using the shapes.
- Designing a process, a SmartArt flowchart.

*Hands-on work : Insert shapes and images, apply effects. Align, group and ungroup.*

#### 6) Incorporating tables and external objects

- Incorporating a table and applying a style. Inserting/deleting rows and columns.
- Merging/splitting cells, changing alignments.
- Inserting an Excel chart.

*Hands-on work : Inserting a table, apply a style, merge and split cells.*

#### 7) Animating a PowerPoint

- Animating a text, an object, etc.
- Modifying the parameters of the animations.
- Setting up transitions.

*Hands-on work : Animate a title, a shape and create transition effects.*

#### 8) Broadcasting and sharing the slideshow

- Saving as PDF.
- Sharing a presentation on the Drive.
- Optimizing printing options.

*Hands-on work : Preparing for printing. Optional: Certifying your skills with TOSA®.*

## DATES

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### REMOTE CLASS

2024 : 09 Sep, 18 Nov