COURSE SYLLABUS

PowerPoint Presentation Design

Learn key design principles for PowerPoint and discover how to build standout presentations in this hands-on class. Gain the ability to create beautiful, professional presentations that effectively convey your message.

For more information, visit
https://www.creativelive.com/classes/powerpoint-design-nyc



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Course Outline

Designing the Content: Telling a Story with Your Presentation

Focus on the Message
Tips for Managing Content
Using Presenter Notes
Ways to use Presenter Notes (Presenting, Microsoft Teams, Zoom, Printing)
Using Outline View

Visuals

Visualize Your Data
Charts, SmartArt, & Photos

Typography

Choosing Appropriate Fonts
Font Size & Weight
Type Hierarchy
Where to Get Fonts
Using Master Slides to Properly Set Theme Fonts
Embedding Custom Fonts

Colors

Color Harmonies: Choosing Appropriate Colors (That Work Well Together)
Resources for Creating Color Palettes
Using Master Slides to Properly Set Theme Colors

Working with Photos

Tips for Cropping Photos (Proper Composition)

Scaling Proportionally

Fixing Stretched/Squished Graphics

Where to Get High Quality Photos

Licensing Issues to Consider

Paying Attention to the Details

Text Styling

Alignment & Layout

Spacing

Consistency

Using Animation to Strengthen Your Presentation

Slide Transitions vs Animations

How to Animate Bullet Points: A Very Effective Presentation Technique!

Morph Transition