

Graphic design of presentations

Course code: GZP

The course is designed for all moderately advanced users of MS PowerPoint who want to focus on significantly improving the appearance of their presentations and their visual impact on the audience. Participants will understand the basic concepts and techniques of computer graphics, typography and composition, and will be able to apply them in MS PowerPoint (and with minor variations in other programs for creating presentations, such as Google, OpenOffice or LibreOffice). This course does not replace (but complements and extends) the classic MS PowerPoint courses MSPW1, MSPW2 and MSPW3.

Who is the course for

The course is designed for all moderately advanced users of MS PowerPoint who want to focus on significantly improving the appearance of their presentations and their visual impact on the audience.

Required skills

Knowledge of MS PowerPoint at least at the basic course level.

Course outline

Introduction

- basics of computer graphics
- basics of typography
- basics of composition
- specifics of presentation and slide design
- examples of good and bad presentations and their analysis
- current trends in presentation design

Online resources of slide components

- color schemes
- fonts
- icons, symbols
- Vector illustration
- photos
- animation, video, audio

MS PowerPoint functions needed to design presentations

Settings

- custom image size, resolution
- ruler, grid
- master guides, slide guides

Comprehensive presentation format

- Slide master
- Background
- Styles
- motives and variants
- fonts and theme colors
- template creation

Static components of slides

- text field
- icon, shape
- image, 3D model

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Graphic design of presentations

- SmartArt
- table, graph
- Third party add-ons

Dynamic components of slides

- custom and embedded animation
- video
- sound

Formatting slide components

- editing slide components
- transformation of slide components
- fills, outlines and effects

Work automation

- keyboard shortcuts
- create your own ribbon panel with frequently used functions

Auxiliary tools (when MS PowerPoint is not enough)

- online tools for bitmap and vector graphics and design
- online file format conversion tools

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved