

Technology

PowerPoint Design for Business Presentations with Copilot & AI

Slide & Content design with M365 Copilot assistance.

*SFC-Eligible: Up to 70% Course subsidy

S\$1100 /2 Days
Before Subsidy

Delivery
In-Person

Level
Intermediate



About the Course

Ditch the boring bullet-points and unlock the full potential of PowerPoint! This all-new version of our best-selling course goes beyond the basics, empowering you to create highly engaging slides with AI as your co-pilot.

Unleash the power of PowerPoint with AI & copilot to assist crafting amazing slide decks. This course is not just about mastering PowerPoint, it's about using it strategically to amplify your message and leave a lasting impact with your audience.

Learn how to create compelling data visualizations that tell a story, not just complicated copy and paste excel charts. This course also brings in technical illustrations and infographics that are clear, concise, and visually stunning. Embrace the power of AI tools to reframe and help craft messages that connect with audiences and tell a business narrative, while also using animation and motion design to bring concepts to life in a meaningful way and enhance, not hinder, the storytelling.

3 Takeaways



Improve
communication
Visual Design



Boost productivity and
efficiency using AI



Produce clear
Insights with
accompanying
DataViz

Who is this course for?

Anyone that uses
slide decks for
communication
purposes.

You'll learn:

- ✓ Create visually stunning slides that resonate with your audience.
- ✓ Practical tips and tricks to maximize efficiency and save time while creating presentations
- ✓ The power of AI and virtual tools to enhance storytelling.

Day 1

Here's what you get to learn in this course



Introduction to Modern PowerPoint Communication

Beyond Basic Media Design

Mastering Business Diagrams & Illustrations

Topic 1

Introduction to Modern PowerPoint Communication

This introductory topic will aim to transform your outlook to corporate presentations in the age of hybrid work and AI by showcasing the latest features, best practices and examples.

- Boost personal and corporate productivity
- Discover the latest trends and how AI is shaping presentations

Topic 2

Beyond Basic Media Design

This module will transform you from a slide deck novice to visual design master! Dive deep into the powerful design functions of PowerPoint and learn how to create professional, eye-catching visuals that captivate your audience.

Get ready to:

- Master all the design tools: From image formatting and visual tricks, to Cameo, Video, and even 3D models, explore the full potential of PowerPoint's design features.
- Unlock your creativity: Discover innovative ways to use these tools in different situations or ensure brand consistency.
- Embrace your AI Copilot: Learn how to leverage AI to generate and edit stunning images.

Topic 3

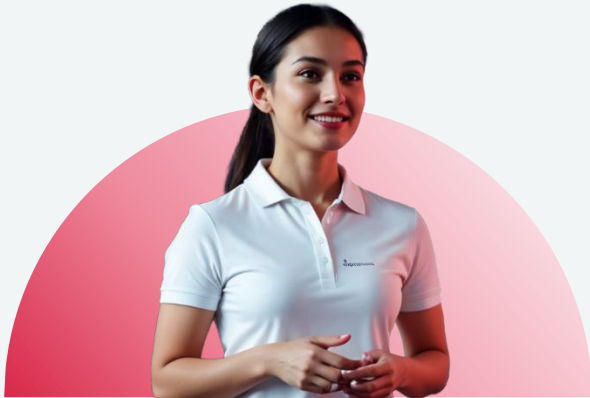
Mastering Business Diagrams & Illustrations

Most presentations rely on basic 2D shapes, leaving your message lost in a sea of text, arrows and random boxes if not used correctly. This module will transform your designs by unlocking the hidden uses of Merge Shapes functions to create impactful business diagrams, infographics and illustrations in 2D and 3D.

- Go beyond shapes: Master the Merge Shape tool to craft dynamic diagrams like radials, infinity loops, and complex conceptual illustrations.
- 3D for impact: Step into the future with technical 3D models built from 2D shapes that bring concepts to life.
- Adding Animation to Processes: Not all diagrams are static, and many require sequences to effectively display their mechanisms to better enable clarity.

Day 2

Here's what you get to learn in this course



Build Powerful Documents & Interactive PDFs in PowerPoint

Ditch the Text Overload: Craft Key Content for Engaging Presentations

Motion Design Essentials: Design Animated Sequences

Topic 4

Build Powerful Documents & Interactive PDFs in PowerPoint

This module unlocks the full potential of PowerPoint to create engaging documents and interactive PDFs that maximize user experience and impact. More than just slides, PowerPoint can accommodate for a range of documents design around how your audiences consume information.

- Build reusable templates and layouts for consistent, professional branding.
- Go beyond Slides & Appendices: Convert content into structured notes pages for detailed reference.
- Create interactive menu-based PDFs

Topic 5

Ditch the Text Overload: Craft Key Content for Engaging Presentations

Bullet-point boredom. Overloading audiences with text? Too much screen clutter? It's time to break free long-winded slides and craft content that captivates your audience. This module equips you with proven methodologies to transform your communication style and deliver presentations that resonate.

- Master the DRESS framework
- Level up your infographics
- Leverage the Assertion-Evidence Method
- Use AI & Copilot to Edit and Ideate
- Unlock DataViz: Understand basic DataViz and Chart Literacy.

Topic 5

Motion Design Essentials: Design Animated Sequences

This module unlocks the hidden potential of PowerPoint's animation features, transforming your presentations from dull to dynamic and engaging experiences. It's not just about adding flashy effects, it's about using animation with purpose.

Forget the myth that animation is "distracting" by those who aren't versed in motion design. Learn how to use it strategically to:

- Supercharge your storytelling.
- Break down complex processes
- Guide your audience's attention
- Discover how AI-powered Copilot can be your animation partner.:

Meet Our Trainer

Mark Normand

“ A very good course to equip you with skills to take your slide decks to the next level.

William Chan, Deputy Director

“ Thank you so much! I've learned a lot!

Sean Lim, Senior Manager

Mark co-founded Impress Training in 2007 with the vision of raising the quality of training focused on tomorrow's future workplace and the skills required.

Impress Training has since evolved into a training company with a reputation for delivering high-quality training, customised content production, with a heavy practical emphasis.

In addition to Impress Training, he is still engaged in individual projects; but his other business venture is back in the UK in the tourism sector - constructing properties and letting them as luxury self-catering cottages. He is also venturing into the business use-cases of Generative AI and how these can be applied.

He has trained medium-sized and multinational companies at different levels of management, from C-Level to Executives. Including companies such as IDC, Coca-Cola, Rhode & Schwarz, DHL, ESRI, SingTel, ZF Asia Pacific, Kongsberg Maritime, Sure-Reach, Mapletree, ST Electronics, PSA International, DB Schenker, OCBC Bank, NCS, various Government Ministries and Agencies and many more.



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*SFC-Eligibility

SkillsFuture Credit (SFC)

Eligible Singapore Citizens may use their SkillsFuture Credit balance to offset respective course fees. This is only applicable to Self-sponsored Individuals.

Participant need to meet the attendance and assessment requirements to be eligible for the subsidy.

Assessments

As part of the requirement for SkillsFuture Singapore, there will be an assessment conducted at the end of the course.

Attendance

Participants are required to attain a minimum of 75% attendance and pass the assessment to receive a digital Certificate of Completion issued by Impress Training along with a WSQ Statement of Attainment.

Please contact us for more details.