impressTRAINING

COURSE BROCHURE · COMMUNICATION

Enable the next generation of slide design with AI assist.

+ EXCLUSIVE ACCESS TO OUR **AI Tools** built by Impress Training

PowerPoint Design for Business Presentations with Copilot & AI

Up to 70% course subsidy*

COURSE FEE	DURATION	DELIVERY	LEVEL
S$1,100	2 days	In person	Intermediate
Before subsidy			



COURSE OVERVIEW

About the course

Ditch the bullet points and unlock the full potential of PowerPoint. This all-new version of our best-selling course goes beyond the basics, helping you create highly engaging slides with AI as your assistant and aided by Copilot and our exclusive AI Apps.

Build slides with meaningful insights and data visualisations that tell a story. Create clear technical and business illustrations or design infographics for more engaging content that you can bring to life with AI features. PowerPoint like you've never seen it before.



KEY TAKEAWAYS

- **Improve communication and visual design**
- **Boost productivity using AI**
- **Produce clear insights with data visualisation**
- **Master the AI features of Skills & Prompts**
- **Adhere to your corporate brand guidelines.**
- **Exclusive access to our online AI tools.**

WHO IS THIS COURSE FOR?

Anyone who uses slide decks to communicate.

YOU'LL LEARN

- Create visually stunning slides that resonate with your audience
- Practical tips to save time and work efficiently when building presentations
- How AI and virtual tools can strengthen your storytelling

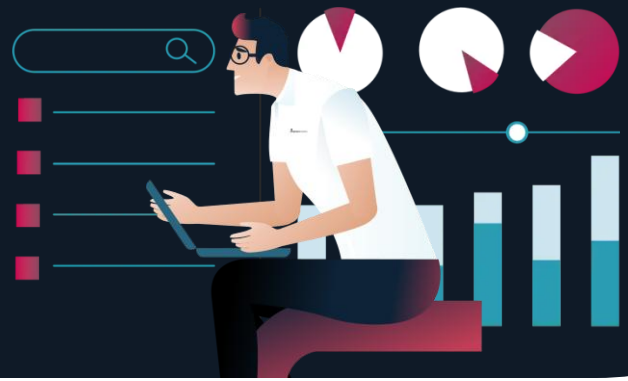
BEFORE YOU COME

Designed for intermediate to advanced PowerPoint users with a good working knowledge of the PowerPoint environment.

We provide all the tools and laptops.

WHAT WILL YOU LEARN?

Day 1 · 3 topics



01 Introduction to Modern PowerPoint Slides

Rethink corporate presentations for hybrid work and AI, with the latest features, best practices and examples. See what Copilot and Ai can do and separate the hype from reality in the workplace.

- **Boost personal and corporate productivity by highlighting best practices.**
- **See how AI is shaping presentations and Brand Kits**
- **Showcase of AI and Platform resources we provide.**

02 Revisit & Use AI features for Media Design

Use PowerPoint's design functions to create professional, eye-catching visuals. Keep updated with the latest Copilot features and AI effects; and be refreshed contextually by those familiar tools to create more impressive designs.

- **Broad overview of upgrading skills in using image, formatting, shapes, motion, video, Cameo and 3D model tools**
- **Generate and edit images**
- **Use interactive features to build dashboards, explainers and more.**

03 Mastering Business Diagrams & Illustrations

Use Merge Shapes to build business diagrams, infographics and illustrations in 2D and 3D. And find out how to animate for the purposes of storytelling. Use AI tools to help speed up this process and provide more visually engaging options.

- **Build radials, loops and conceptual diagrams**
- **Turn 2D shapes into 3D models**
- **Animate processes for clarity**
- **Use AI to help visualise concepts using Skills**

WHAT WILL YOU LEARN?

Day 2 · 3 topics



04 Build AI-ready Templates & Layouts

Briefly understand the difference between slides versus reports. See how Brand kits can aid in standardising a company's design ethos and employee decks quickly. Focus on creating templates with layouts that AI can better use for slide generation.

- **Build best practice Brand Kit AI-ready templates and layouts**
- **Generate presentation decks using Copilot**

05 Copilot Environment

Keep updated and tour around the ever-changing Copilot environment and see Skills and Prompts in action. Learn the guidelines to prompting resulting in data being analysed better and messages more on point. See how skills can save time retyping long often-used prompts to improve productivity.

- **Use prompts and Skills to improve content and reduce time-consuming tasks on slides.**
- **Produce charts and analyse data**
- **Use and understand the Copilot Models and when to deploy them.**

06 Insight-driven Content Design

Proven methods to turn long-winded text slides into content that lands and provide meaningful insights. Understand that slides are what you 'Show', not everything you want to 'Say'. Use information design to cut down text and focus on salient data points. And apply IBCS/ISO charts to improve dataviz.

- **DRESS Guidelines that help reduce extraneous content loading.**
- **Assertion-Evidence method for writing clear messages and visual support.**
- **Brief look at DataViz and ISO 24896 based charts**

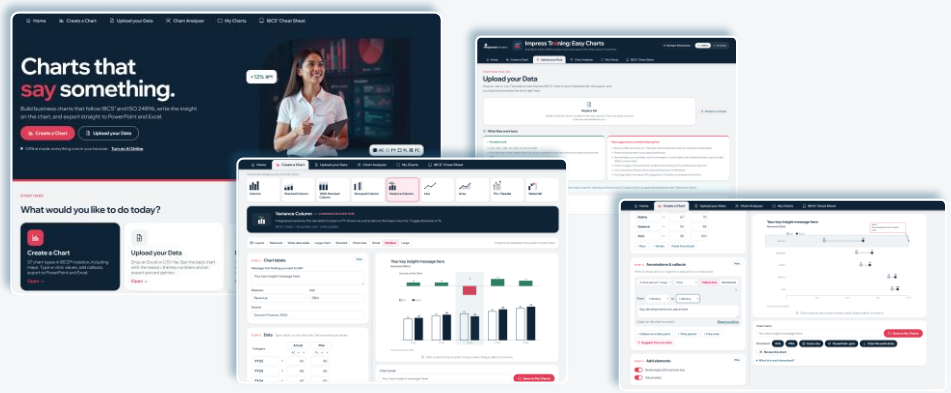
TOOLS YOU GET AS PART OF THIS COURSE

AI Tools · built by Impress



Impress Training – Easy Charts

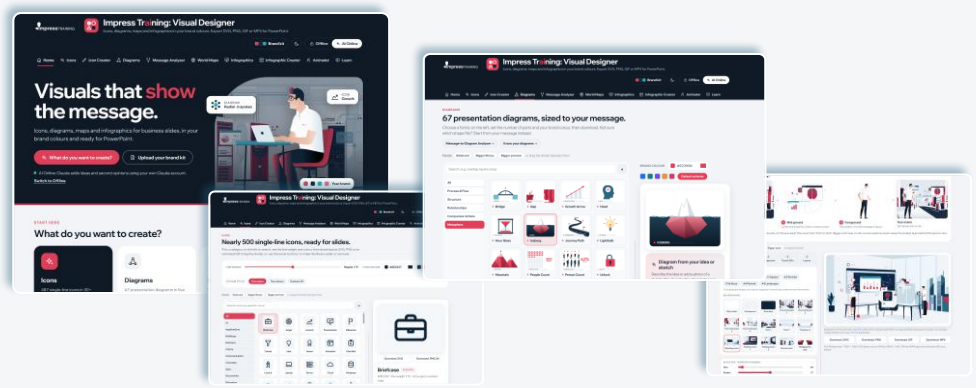
Build IBCS® & ISO 24896 business charts, then export SVG, PNG, Excel or PowerPoint



- Stand alone offline application with added *AI online capabilities
- For those that need non-native Excel charts and don't have access to Power BI or Think-cell. Perfect for class – but you can use it at work.
- Amazing capabilities to customise, export formats and import data.

Impress Training – Visual Designer

Icons, diagrams, maps and infographics in your brand colours. Export SVG, PNG, GIF or MP4 for PowerPoint.



- Stand alone offline application with added *AI online capabilities
- Hundreads of resources built-in.
- Can't draw and waste time search for resources that you can't customise – this is all-in-one solution. Perfect for class – but you can use it at work.
- Upload you own brand Kit colours, icons and illustrations.

*For the AI online mode it will require a Claude (free or paid) account to access the AI features.

MEET YOUR 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

YOUR TRAINER

Mark co-founded Impress Training in 2007 to raise the quality of training for tomorrow's workplace. Impress Training has since built a reputation for high-quality training and customised content production with a strong practical emphasis. Mark has trained managers from C-level to executives at companies such as IDC, Coca-Cola, Rohde & Schwarz, DHL, Esri, Singtel, ZF Asia Pacific, Kongsberg Maritime, Mapletree, ST Electronics, PSA International, DB Schenker, OCBC Bank, NCS and government agencies. He is also exploring business use cases for generative AI.



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CONTACT INFORMATION

For more information

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This course online



*SFC ELIGIBILITY

SkillsFuture Credit (SFC)

Eligible Singapore Citizens may use their SkillsFuture Credit balance to offset course fees. This applies to self-sponsored individuals only.

Eligibility

Participants must meet the attendance and assessment requirements to be eligible for the subsidy.

Assessment

As required by SkillsFuture Singapore, an assessment is conducted at the end of the course.

Attendance

Attain at least 75% attendance and pass the assessment to receive a digital Certificate of Completion from Impress Training and a WSQ Statement of Attainment.

Please contact us for more details.