



Information Technology

Presentation Design (Infographic, Photoshop, Animation)

Course Introduction

The employee is often exposed to situations where he is required to make a presentation to a number of people and such situations show his strengths and weaknesses. In most presentation courses, the trainee learns how to improve his skills in presenting a particular presentation but lacks the skills of using the computer, especially to create a professional presentation using the Microsoft PowerPoint program. We often see someone offering a great course but the design of the slides is very weak. In this course, the trainee will learn all the skills required to make a great presentation as well as create a good presentation on the computer using the PowerPoint program.

Target Audience

- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Make and present an excellent presentation

- Grasp all the skills required to be an expert presenter
- Experience their personal abilities in front of the public
- Create an excellent presentation on the computer
- Benefit from all the features of the PowerPoint program in their favor to attract the audience and prepare a professional presentation

Course Outline

• Day 01

Introduction to Presentation Skills

- How to control yourself and your skills when making a presentation?
- How to stay in control of the hall and the audience through a strong and organized introduction?

Exercise: The trainer will ask each trainee to stand in front of the audience and introduce himself with a maximum duration of two minutes. Thus, the trainee is forced to speak for a minute and test the prestige of standing in front of the public.

- How to link and connect all the ideas found on each page of the presentation in a smooth way?
- How to link your information so that they look organized and related to the audience's interest?
- What phrases are used to keep the audience awake, attentive, and interested in what you say?

Exercise: The trainer asks the trainees to repeat the previous exercise, but this time, they have to use easy and smooth statements to connect information and move from one idea to another in a simple way.

- What phrases you should use when you introduce yourself in front of the audience to impress them?
- What techniques are used to guarantee interaction between participants and the attendees?
- What games are used to break the ice between the audience?

Exercise: The trainer asks each trainee to stand in front of the audience and apply a phrase or game that he has learned to stimulate participants to interact with each other and break the ice between them.

- Learn the skill of ending the lecture with a strong seal keeps the memory beautiful when you attend
- Learn the most important presentation and talks endings in the world that influenced the audience
- Basic elements required at the end of each lecture or presentation.

Exercise: The trainer will distribute papers with different subjects for the trainees, and then each trainee will be required to prepare a one-minute conclusion related to the subject mentioned on the paper.

• Day 02

Introduction To Microsoft PowerPoint

- The PowerPoint Interface and quick overview over all the buttons.
- Creating our first presentation from scratch.
- What are the different slide layouts and what's the difference between them?
- Create a presentation from a Template From where I get additional and professional templates
- How to start editing slide content?
- Apply text and list formatting.
- How to edit efficiently by creating styles and using the Format Painter?
- What are the various shapes that can be added to the presentation?
- How can we create our own shapes?
- How to merge shapes with text and content?
- Professionally inserting titles using the WordArt feature.
- Inserting Images to enhance the presentation's look.
- How to get very professional icons (static and animated) to enhance the look of your presentation?

• Day 03

Inserting tables into your presentations to better classify data

- How to add professional charts to represent information in a more sophisticated way?
- Using the SmartArt feature to list processes, hierarchies, cycles ...
- How to make sure that your presentation doesn't contain any typing or grammar mistakes?
- Prepare a presentation for being displayed.

- Printing a PowerPoint presentation with notes for the audience.
- How to add your company's logo to all the slides with one click using Slide Masters?
- How to enhance your presentation by adding professional transitions and timings?
- Creating custom slideshows with the same presentation but for different target audiences.
- How can we modify graphics to fit our presentation?
- Inserting Media Clips into our presentation.
- What are the professional techniques in adding animations and not just add random animations ?

• Day 04

How can we easily generate Photo Albums in a professional way inside our presentation?

- Creating customized tables to represent the data.
- Working with advanced charts techniques.
- How can we share the presentation online?
- How can we add quizzes applications to the presentation?
- Finalizing the presentation and collect all linked data like photos, audios, and images.
- Introduction to the new and trendy tips in creating PowerPoint presentations using infographics
- What is the best website to get infographics icons from?
- How to compare between males and females in a professional infographic in a PowerPoint presentation?
- How to put locations on a map using the infographics techniques?
- How to compare between items using the 5-star infographic technique?
- How to create an animated infographic presentation to attract the audience?
- How to animate all the objects inside this presentation?
- How to professionally move from one infographic slide to another?
- How to save this animated infographic presentation as a video?
- How to convert this infographic presentation video to GIF ?

• Day 05

Final Project

- At the end of the course, the trainer summarizes all the material explained during the previous days and focuses on the most important points which are applicable in our daily life. Later, the trainer splits the class into several groups

(teams) and distributes the final project which is a simulation of real life tasks and challenges.

- Every team starts applying what is requested in the final project. Meanwhile, the trainer passes through team members and tries to help them in case of any difficulty faced. At the end of the day, every team should present his final work in front of the class and an open discussion is held to assess the work.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 4, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 4, 2025	Aug. 8, 2025	5 days	4950.00 \$	Azerbaijan - Baku
Oct. 27, 2025	Oct. 31, 2025	5 days	4250.00 \$	UAE - Dubai