

“SILABUS TRAINING”

“BEST PRACTICES OF MICROSOFT POWERPOINT”

Hari/Tanggal : Kamis-Jum'at, 27-28 November 2025
Durasi & Waktu : 2 Hari, 08.30-16.00 WIB
Lokasi : Jakarta

LATAR BELAKANG

Power Point dalam Keluarga microsoft office adalah aplikasi yang powerful untuk presentasi, dengan fitur-fitur terbarunya yang powerful, sangat cocok bagi pengguna yang kreatif dan menginginkan presentasi yang dinamis. Training ini menggunakan 2 pendekatan yaitu hard skill dan soft skill dimana selain belajar bagaimana menggunakan power point 2013 itu sendiri, peserta diajarkan juga bagaimana membuat dan mempresentasikannya dengan cara yang menarik, bagaimana menentukan warna, bagaimana berbicara menggunakan powerpoint di depan audience / publik dengan baik.

MATERI

Introducing to PowerPoint

1. Getting Started

- Identify the Elements of the User Interface
- View Presentations
- Save a Presentation
- Use Microsoft PowerPoint Help

2. Creating a Basic Presentation

- Select a Presentation Type
- Enter Text
- Edit Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

3. Formatting Text on Slides

- Apply Character Formats
- Format Paragraphs

4. Adding Graphical Objects to a Presentation

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to the Text in a Presentation

5. Working with Tables

- Insert a Table
- Format Tables
- Import Tables from Other Microsoft Office Applications

6. Working with Charts

- Insert Charts
- Modify a Chart
- Import Charts from Other Microsoft Office Applications

7. Preparing to Deliver a Presentation

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation

8. Modifying Graphical Objects in a Presentation

- Edit Graphical Objects
- Format Graphical Objects
- Group Graphical Objects on a Slide
- Arrange Graphical Objects on a Slide
- Apply Animation Effects

PowerPoint Intermediate

1. Customizing the PowerPoint Environment

- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

2. Customizing a Design Template

- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master

- Modify the Handout Master
- 3. Adding SmartArt Graphics to a Presentation**
 - Insert SmartArt Graphics
 - Modify SmartArt Graphics
- 4. Adding Special Effects to a Presentation**
 - Add Multimedia Elements
 - Customize Slide Component Animations
- 5. Customizing a Slide Show**
 - Set Up a Custom Slide Show
 - Annotate a Presentation
 - Create a Presenter-Independent Slide Show
 - Set Up a Slide Show to Repeat Automatically
- 6. Securing and Distributing a Presentation**
 - Convert a Presentation into a Video
 - Package a Presentation
 - Publish a Presentation to Other File Formats
 - Secure a Presentation

INVESTASI

Investasi Normal	: Rp. 3.500.000,- Per Peserta
Investasi Grup	: Diskon 10% dari Investasi Normal Per Peserta untuk pendaftaran minimal 5 peserta
Fasilitas yang di dapat	: Sertifikat cetak, Modul (hardcopy/cetak dan softcopy via email), Training KIT, Souvenir (T-shirt/Jaket/Tumbler - menyesuaikan stok), Meeting Room dan Fasilitasnya, Konsumsi selama training (2x Rehat Kopi, 1x Makan Siang), PPh
Non Fasilitas	: Transportasi dan Akomodasi Peserta, PPN

INFORMASI LEBIH LANJUT, PENDAFTARAN & INHOUSE TRAINING

The Infinity Academy | PT Infinity Berkah Indonesia

Email: marketing@infinityacademyindonesia.com; marketing@infinityacademy.co.id

Website : <https://www.infinityacademy.co.id>; <https://www.infinityacademyindonesia.com>;

Marketing

Ratna Samiah (Public dan Inhouse Training)

No Hp: 0811-9878785

Email: ratna.infinityacademy@gmail.com

Vina Firmalia (Inhouse Training)

No Hp: 0812-1849 9009

Email: vinafirmalia.infinityacademy@gmail.com

