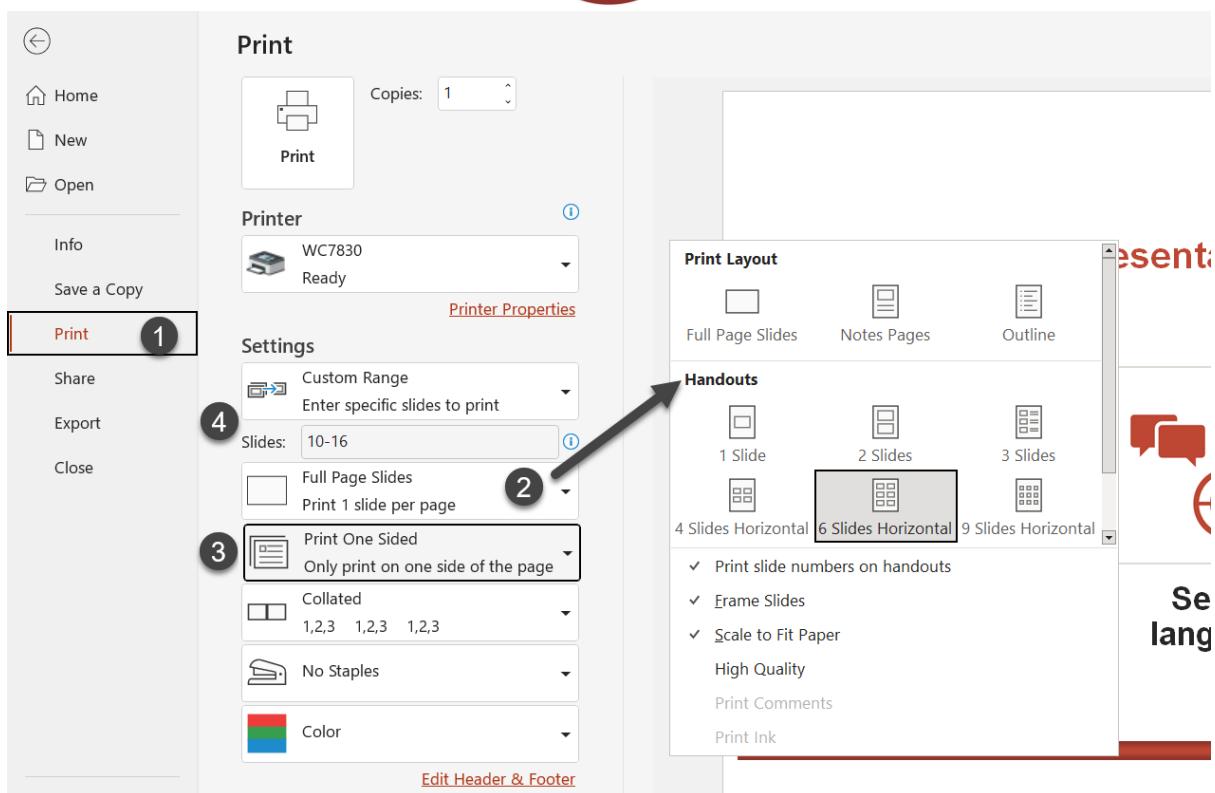


1: Analyzing your Audience and Presentation Delivery Needs





10



11



12



13

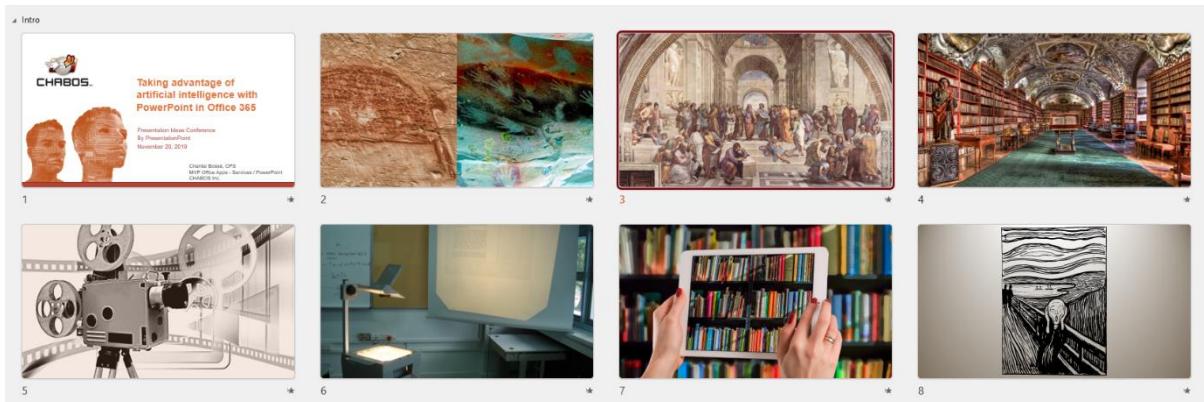
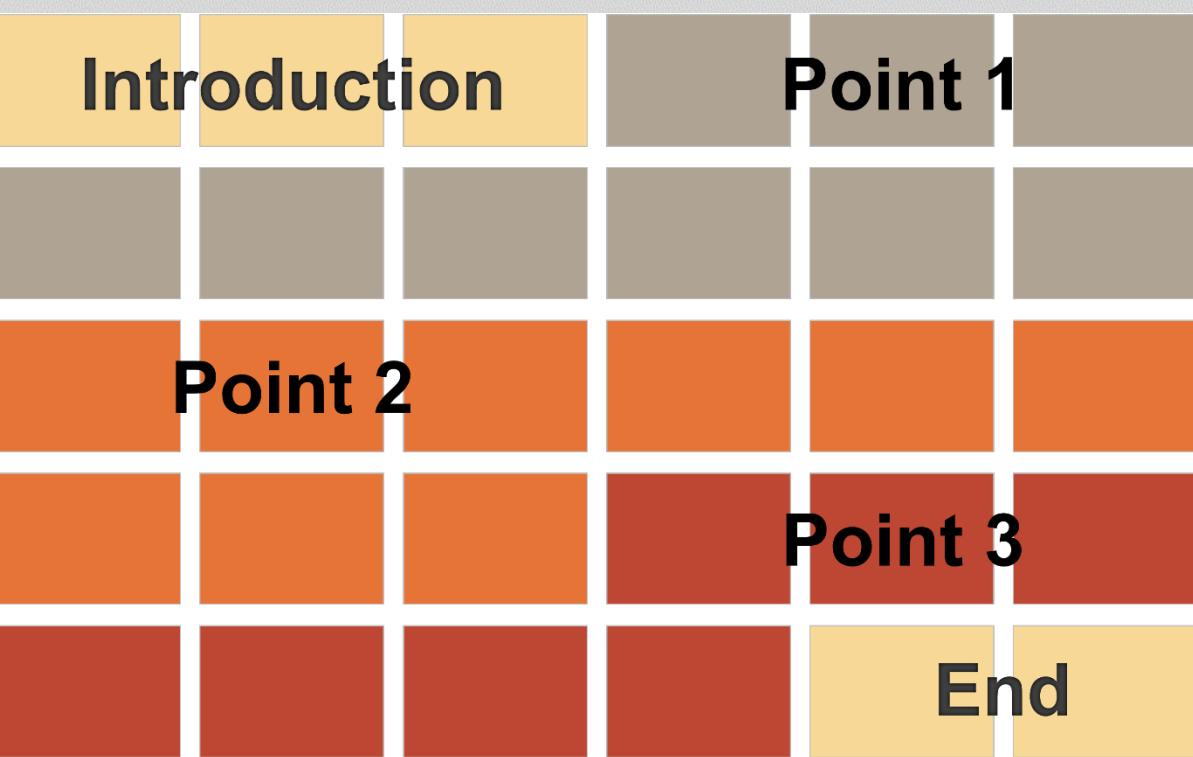
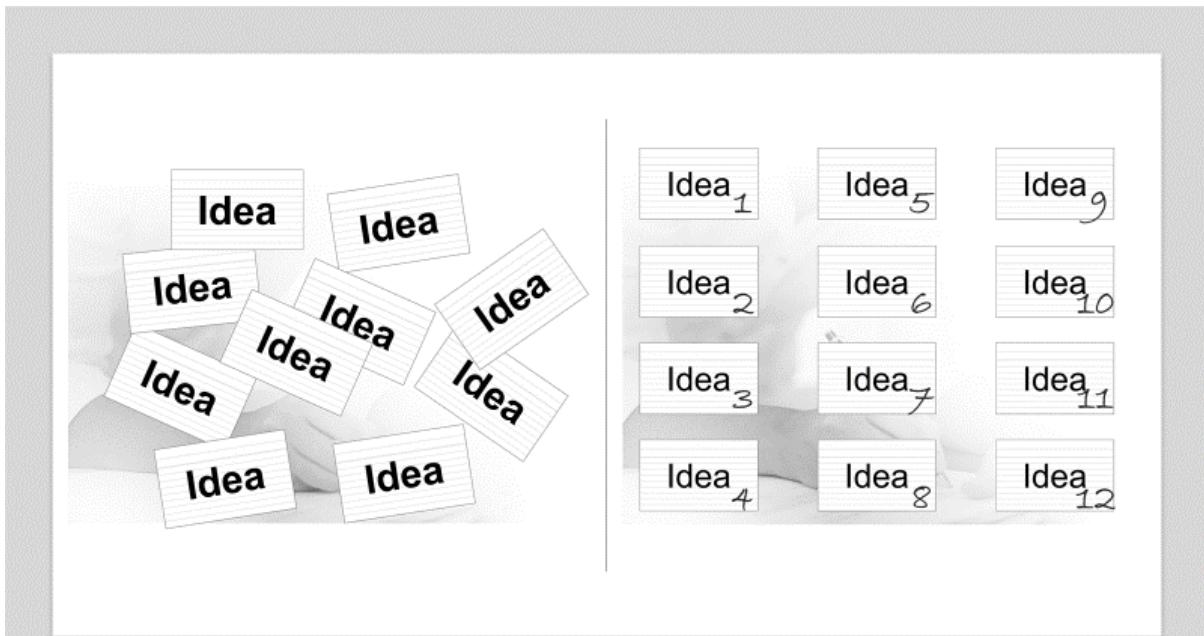


14



15

1



2: Using Industry Best Practices to Design Better Visuals

① Serif

Font Style

③ Decorative

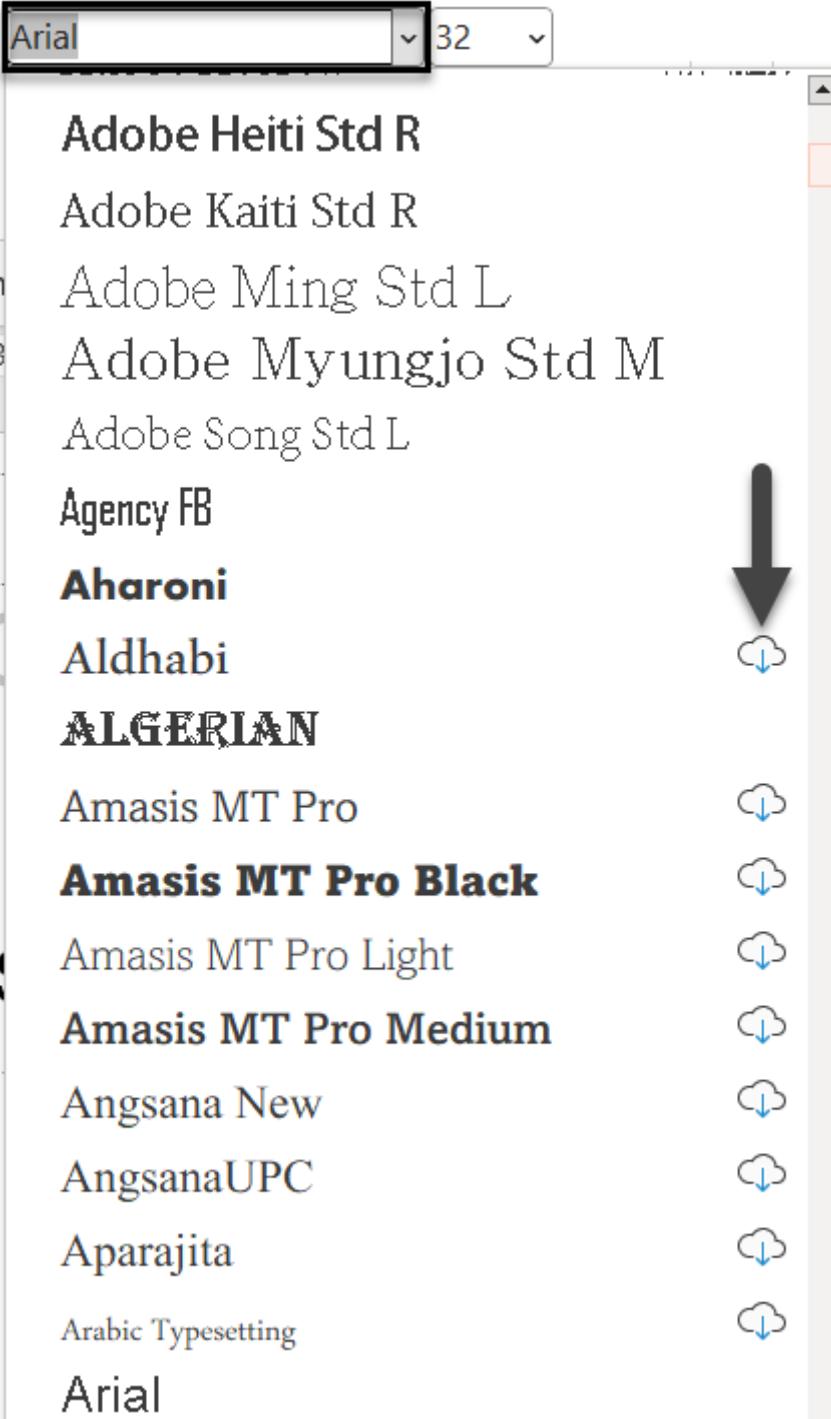
FONT STYLE

② Sans Serif

Font Style

④ Script

Font Style



Lorem Ipsum – Arial 44

****L**orem **I**psum** – Verdana 44

Lorem **I**psum – Arial 36

Lorem **I**psum – Arial 32

Lorem **I**psum – Arial 28

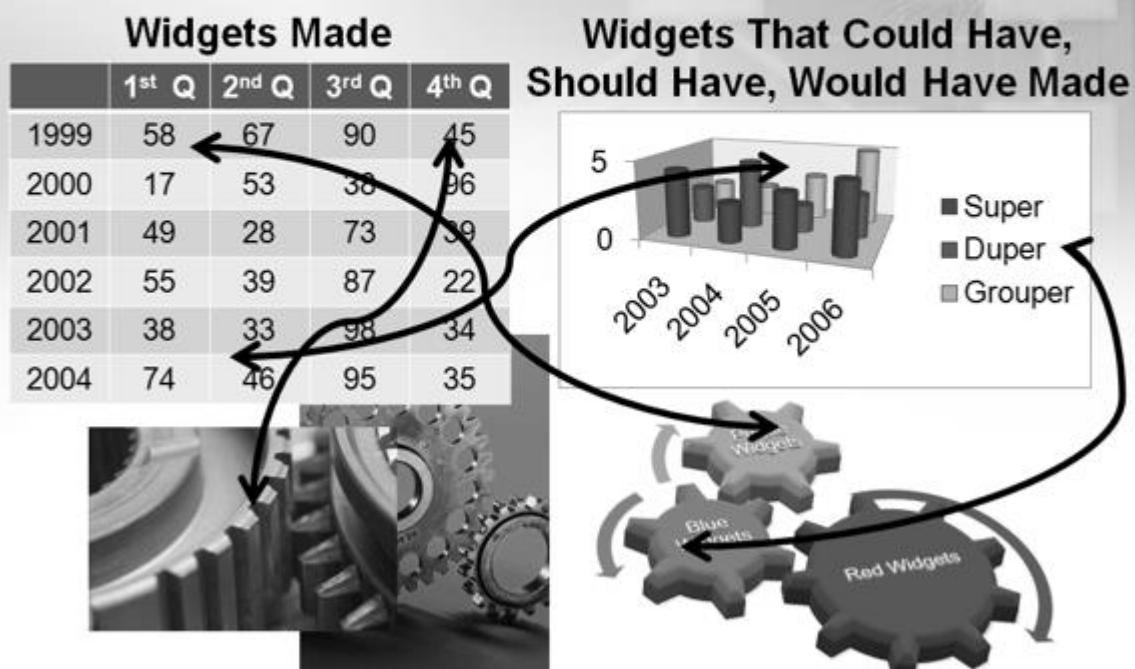
Lorem **I**psum – Arial 24

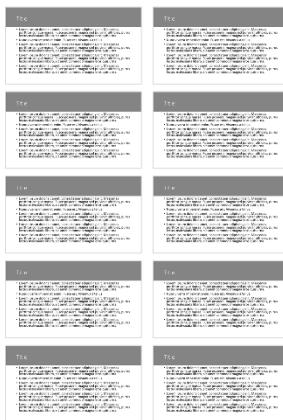
Lorem **I**psum – Arial 18

Lorem **I**psum
Lorem **I**psum
Lorem **I**psum
Lorem **I**psum

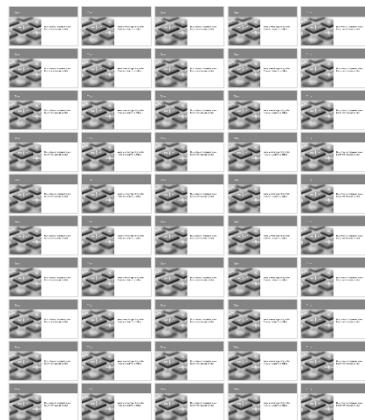
Red	Agressive, strong, passion, intensity
Blue	Trust, authority, peace, dependability
Yellow	Optimism, joy, enlightenment, creativity
Green	Nature, environment, luck, money
Brown	Nature, earth, simplicity, outdoors
Orange	Warmth, enthusiasm, energy, flamboyant
Purple	Intellectual, royalty, refinement, wisdom
Black	Serious, technical, formal, heavy
Grey	Conservative, business, security, distinctive
White	Purity, simplicity, cleanliness

Our Company Wisdom for the Past 25 Years, All Conveniently Located for You on A Single Slide (You Have 20 Seconds)





**@ 5 minutes
each
=**
50 minutes



**@ 1 minute
each
=**
50 minutes

CHABOS. Your key to audience engagement. PowerPoint's Zoom feature

Why is audience engagement of value? A minimum of 45 to 60 billion neurones

Running out of time?

Since 2004 Master the steps required to present with impact: story message, clear visuals, efficient and impacts delivery.

Hyperlinks Custom Shows Triggers

Now with O365 and Office 2019 Summary Zoom Section Zoom Slide Zoom

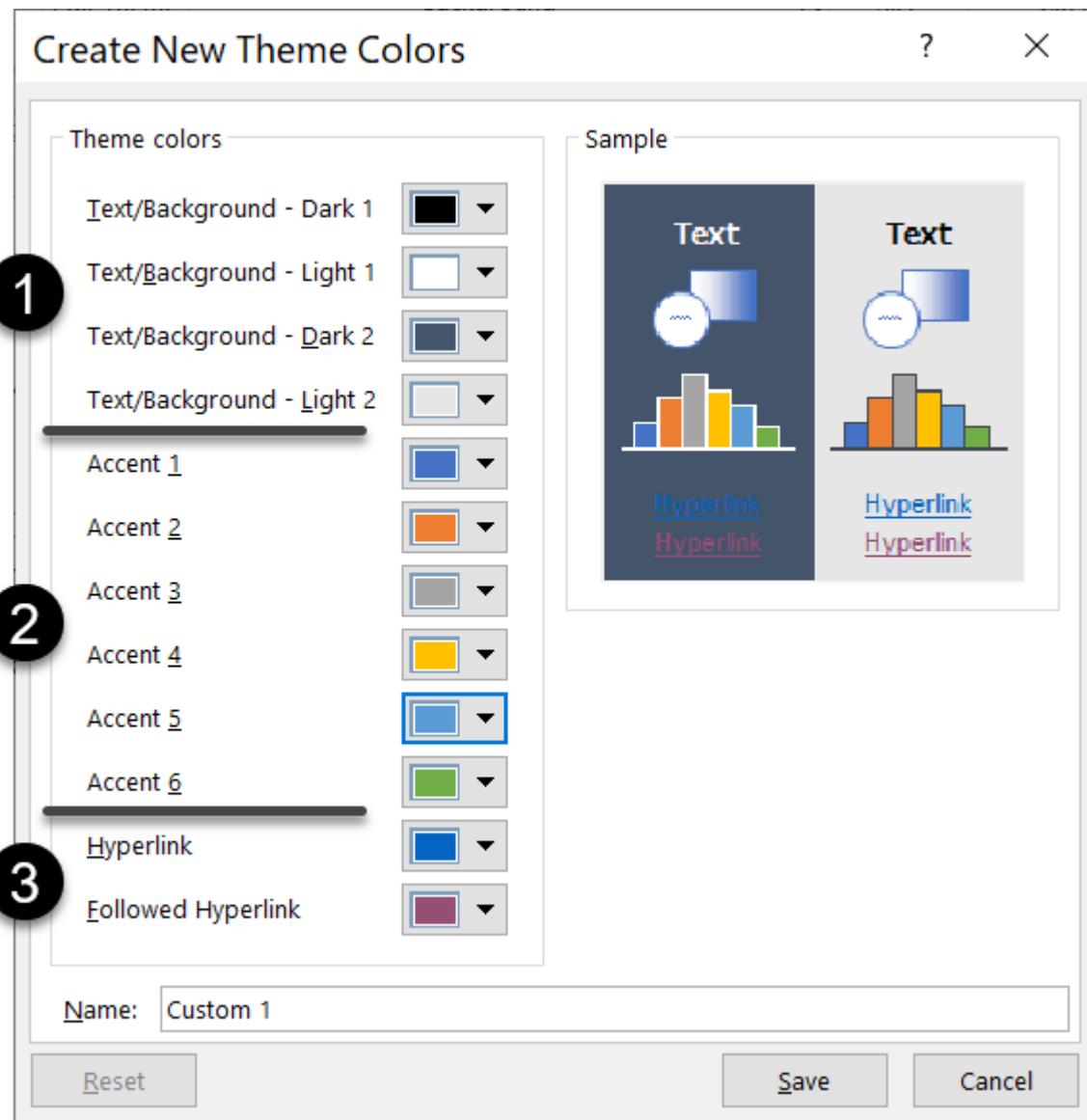
Insert / Zoom / Summary Zoom Insert / Zoom / Section Zoom

Insert / Zoom / Slide Zoom

With O365 and Office 2019 – Compatibility issues Summary Zoom Section Zoom Slide Zoom

Chantal Bosse cbosse@chabos.ca 450 777-2363 www.chabos.ca @CHABOS Chantal Bosse

3: Leveraging PowerPoint's Slide Master for Design



Presentation1.pptx • Saving... ▾

Search (Alt+Q)

Chantal Bossé

Record Present in Teams Share

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help

AutoSave On Undo Eyedropper Align Group

Clipboard Paste New Reuse Slide Slides

Font Paragraph Drawing

Shapes Arrange Quick Styles

Editing Dictate Designer Voice Designer

16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

1 Title placeholder subtitle placeholder

2 Title placeholder

3 Add your title or headline

Add your title or headline

16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

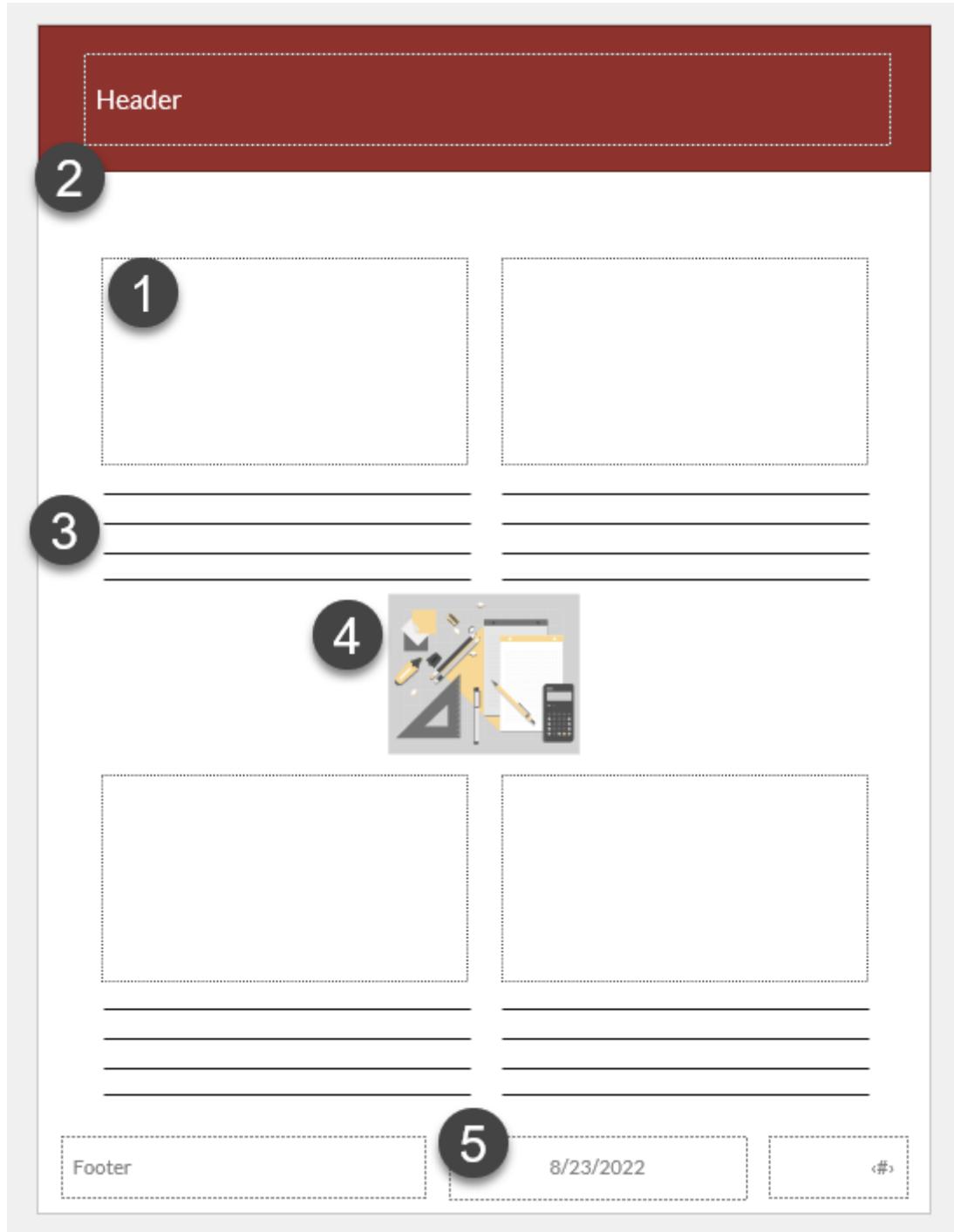
Slide 3 of 3 English (United States) Accessibility: Investigate

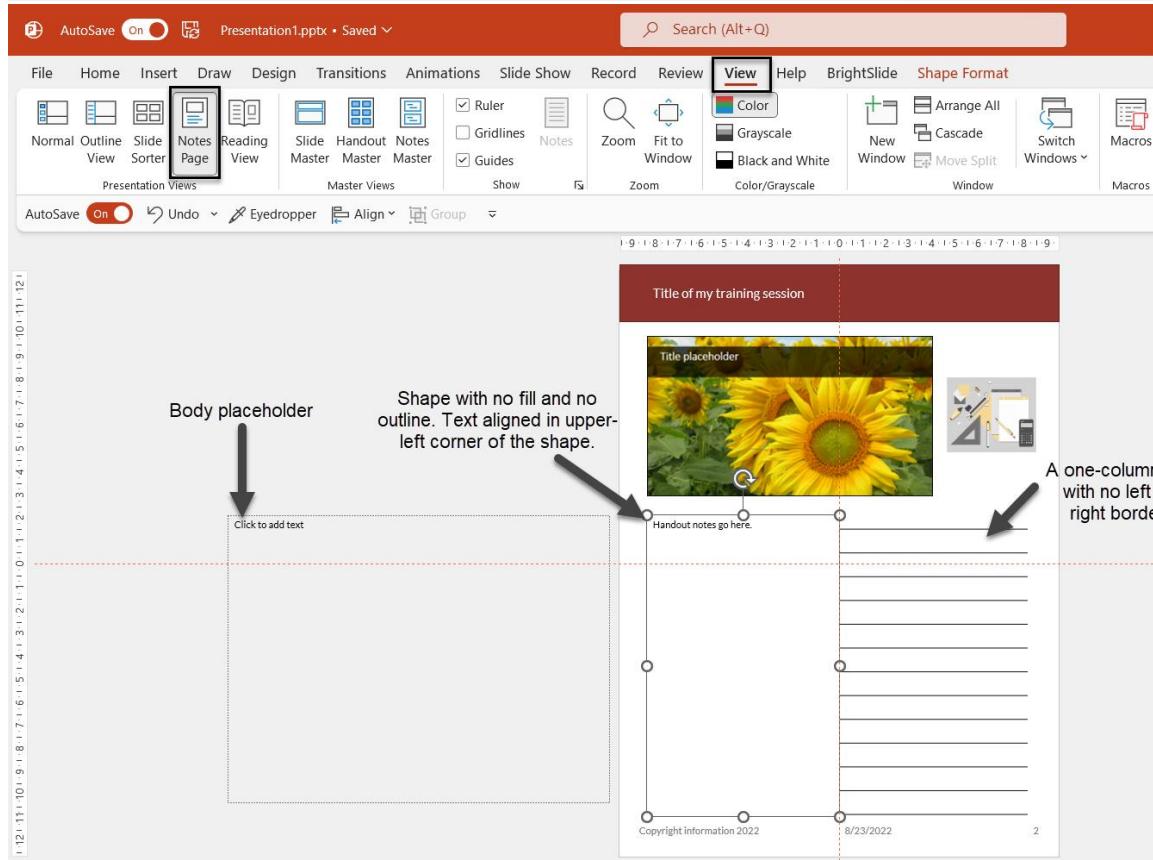
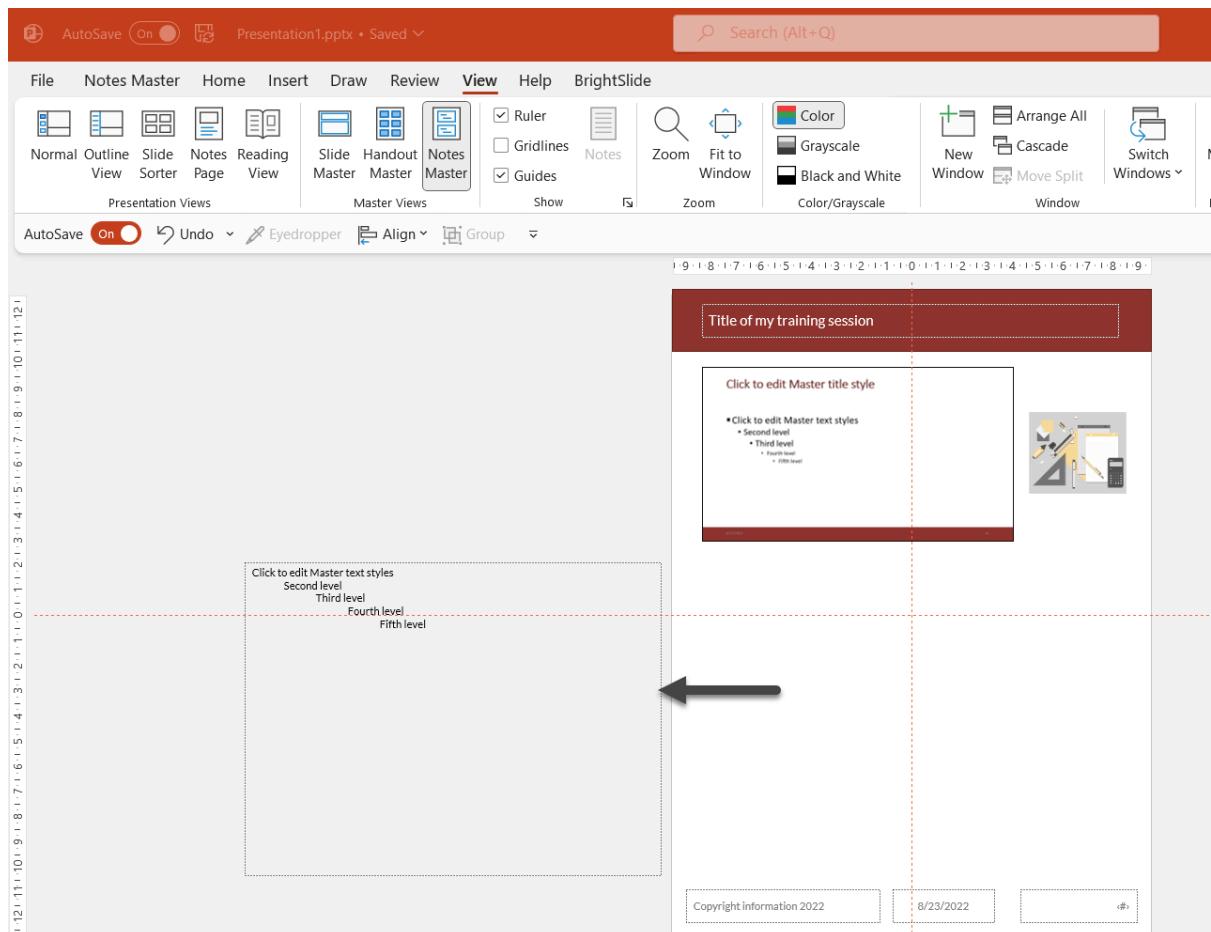
Notes Display Settings

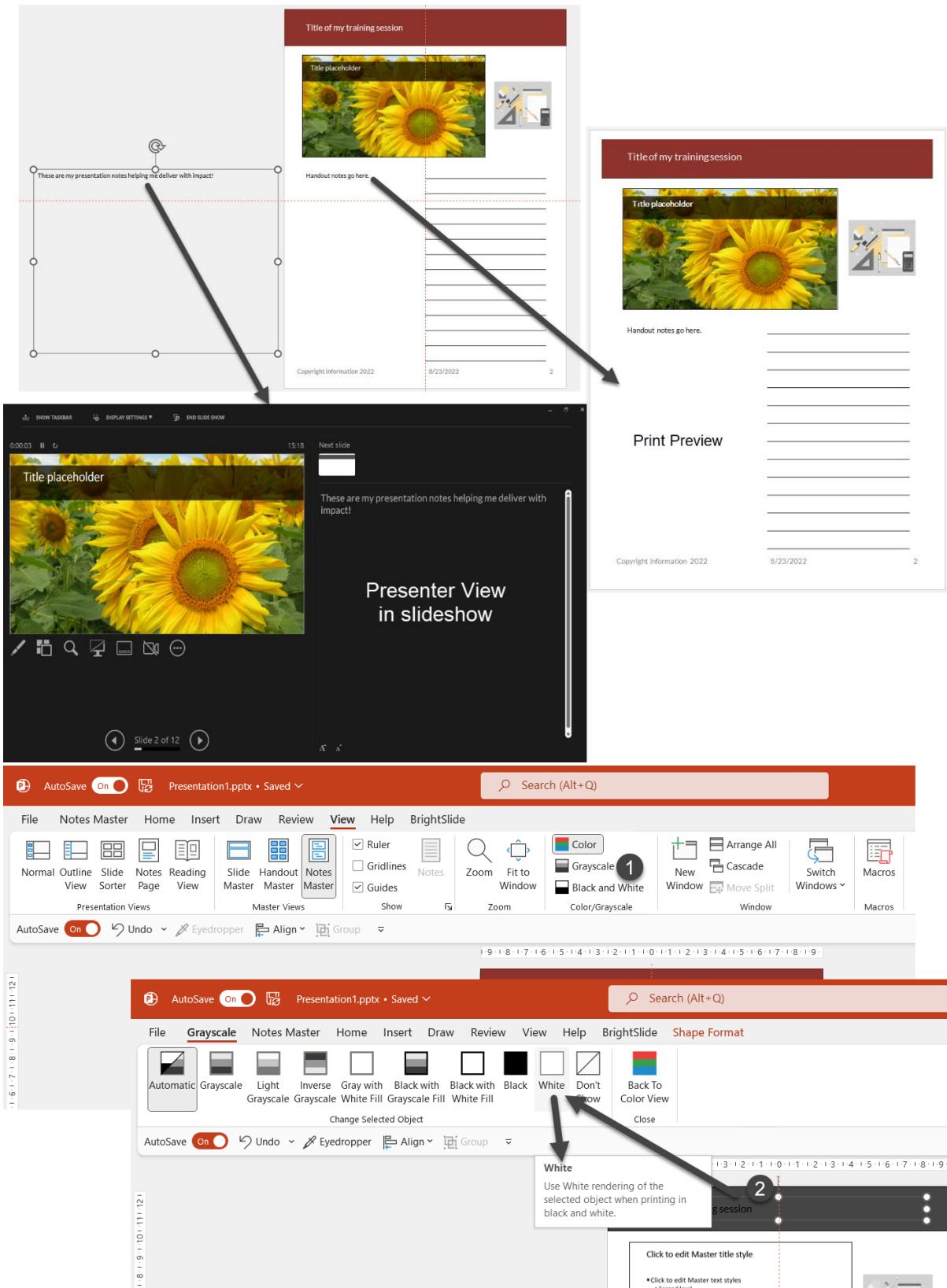
63 %

The image shows a Microsoft PowerPoint presentation titled "Presentation1.pptx" which is currently saving. The ribbon menu is open, showing tabs like File, Home, Insert, Draw, Design, etc. The Home tab is selected. The main area displays three slides. The first slide (slide 1) has a sunflower field background and contains two text placeholders: "Title placeholder" and "subtitle placeholder". The second slide (slide 2) is a blank slide with the number "2" in the top-left corner. The third slide (slide 3) has a sunflower field background and contains two text placeholders: "Add your title or headline" and "Add your title or headline". The status bar at the bottom indicates "Slide 3 of 3" and shows language settings for "English (United States)" and an accessibility option "Accessibility: Investigate". The overall theme of the presentation is sunflowers.

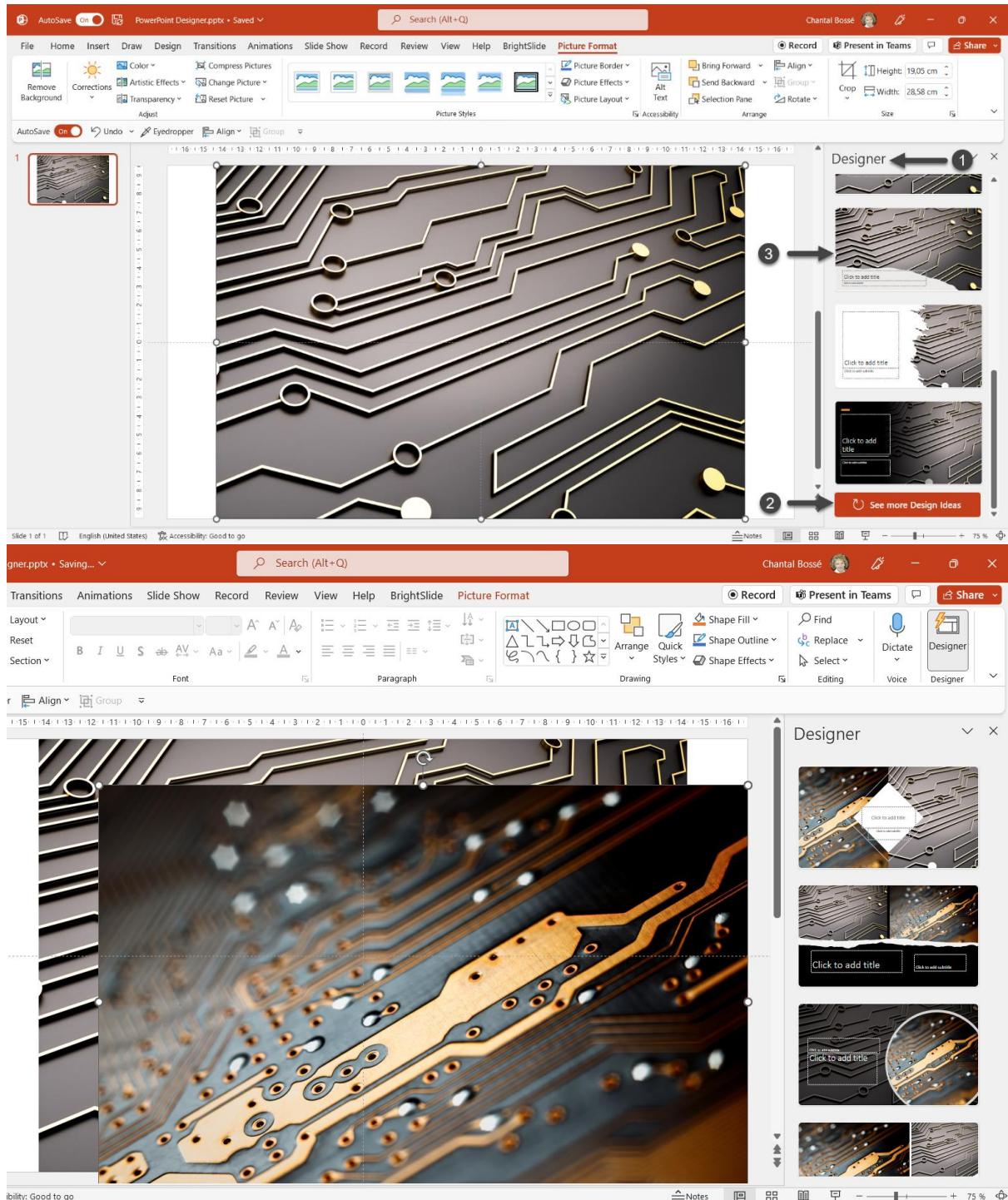
4: Using PowerPoint's Document Masters for Accessible Handouts and Notes

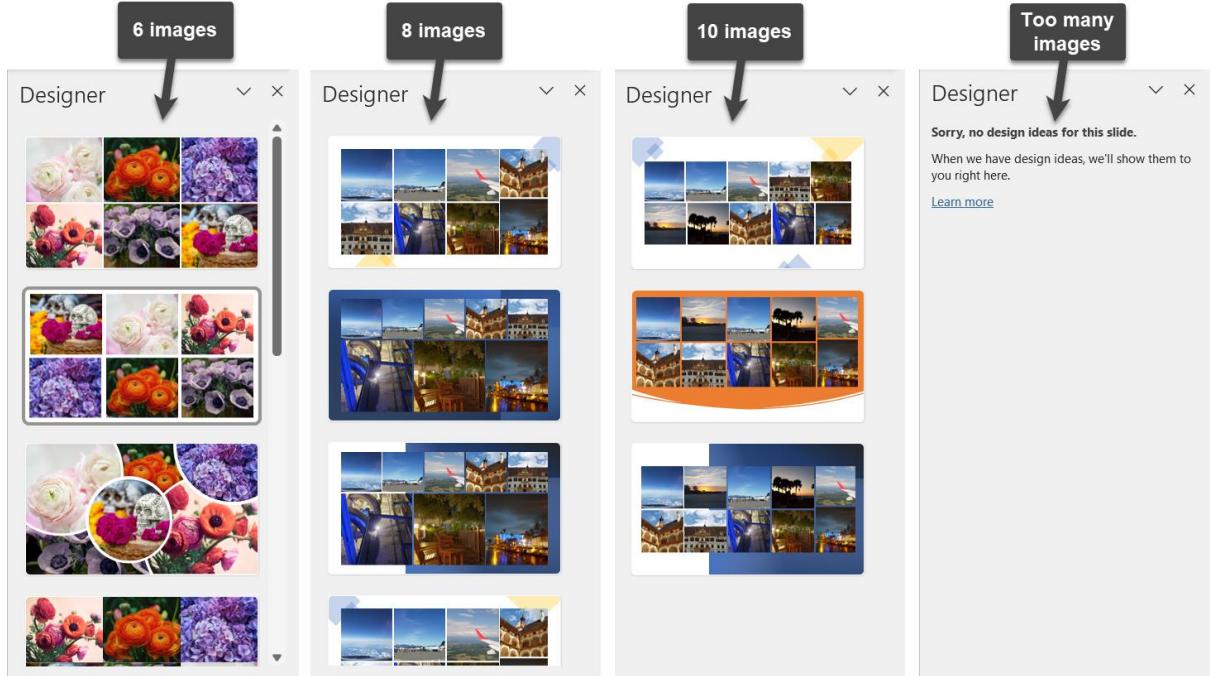
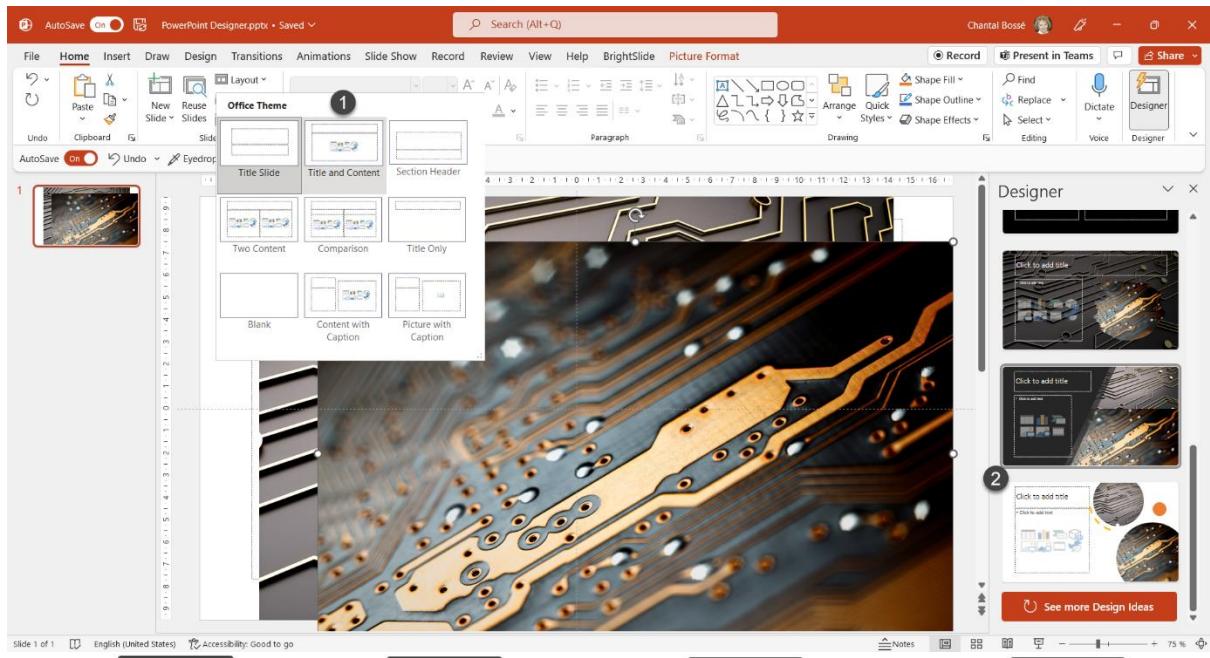






5: Using Artificial Intelligence to Improve Your Visuals





Top Screenshot (Slide 2 of 3):

The ribbon tabs are: File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, Help, BrightSlide, Picture Format. A callout '1' points to the 'Picture Format' tab.

The 'Picture Format' tab includes: Remove Background, Corrections, Artistic Effects, Transparency, Adjust, Picture Styles, Picture Border, Picture Effects, Picture Layout, Alt Text, Selection Pane, Rotate, Accessibility, and Arrange. A callout '2' points to the 'Crop' button.

The slide content shows a grid of nine flower images. The middle row contains three images: a skull surrounded by flowers, a close-up of white ranunculus, and a bunch of red ranunculus. A callout '3' points to the middle row.

Bottom Screenshot (Slide 5 of 13):

The ribbon tabs are: File, Home, Insert, **Design**, Transitions, Animations, Slide Show, Record, Review, View, Help, BrightSlide. A callout '4' points to the 'Design' tab.

The 'Design' tab includes: Themes, Variants, and a 'Designer' button. A callout '3' points to the 'Designer' button.

The slide content features a title 'Design ideas For a list' and a bulleted list: '• Update your software', '• Update your system', and '• Restart your computer'. A callout '1' points to the list.

The 'Designer' pane on the right side shows a preview of the slide with three numbered steps: '01 Update your software', '02 Update your system', and '03 Restart your computer'. A callout '2' points to the preview area.

PowerPoint Designer.pptx • Saved

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help BrightSlide

AutoSave On Undo Eyedropper Align Group

Search (Alt+Q)

Chantal Bossé

Record Present in Teams Share

Themes Variants

Slide Size Background Designer Designer

Designer

Update your software

Update your system

Restart your computer

Design ideas For a list

Type your text here

- Update your software
- Update your system
- Restart your computer

Icon Label List

Use to show non-sequential or grouped chunks of information accompanied by a related visuals. Works best with icons or small pictures with short text captions.

Learn more about SmartArt graphics

Update your software

Update your system

Restart your computer

Change icon

See all icons...

Design Ideas For a list

Update your software

Update your system

Restart your computer

Click to add title

Click to add subtitle

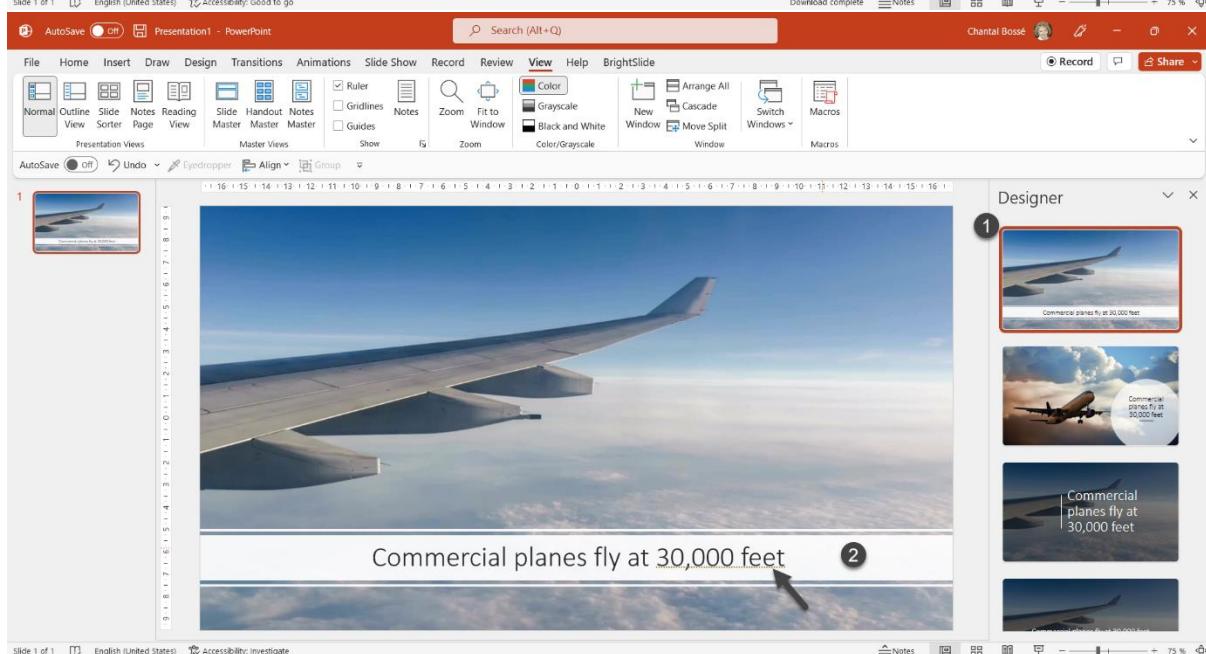
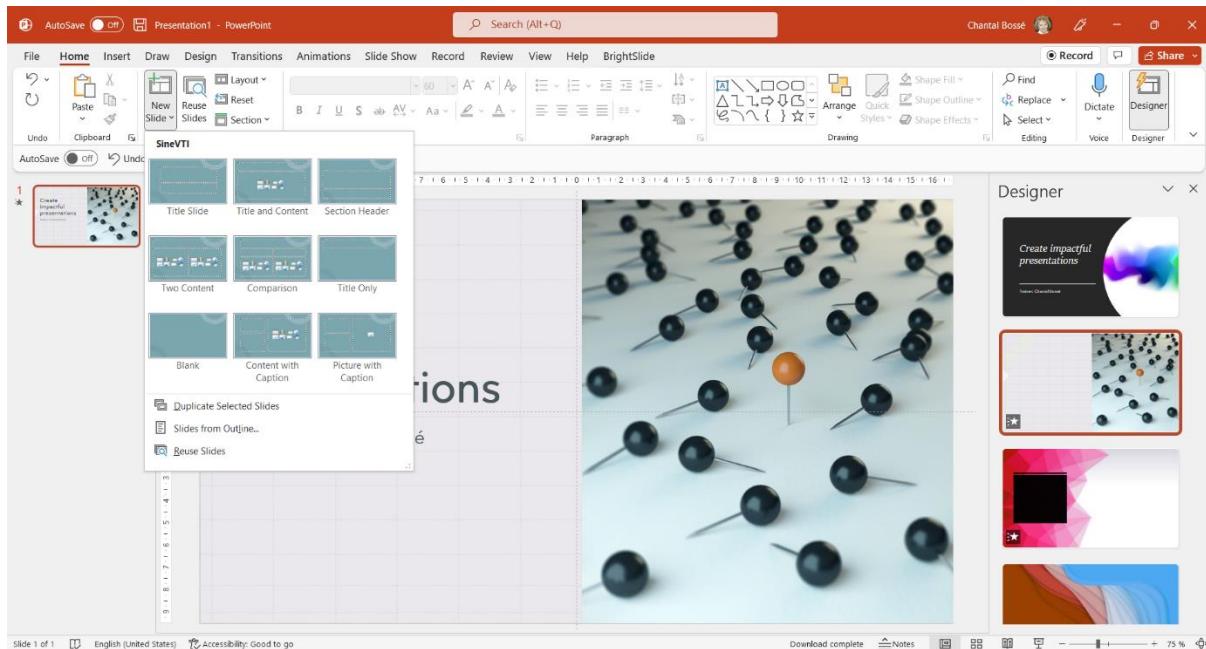
Designer

Stop showing ideas for new presentations

1

A screenshot of Microsoft PowerPoint. The slide contains a title 'Click to add title' and a bullet point '• Click to add text'. A red box highlights the first bullet point. The 'Designer' ribbon tab is selected, showing various design tools like 'Find', 'Replace', 'Select', 'Arrange', 'Quick Styles', and 'Shape Effects'. The 'Designer' tab also has sub-options for 'Voice' and 'Designer'. The status bar at the bottom shows slide numbers from 1 to 16.

A screenshot of a Microsoft PowerPoint presentation. The slide has a white background with a large, bold, black font title 'Create impactful presentations' centered in the upper half. Below the title, the text 'Trainer: Chantal Bossé' is displayed. On the left side of the slide, there is a red rectangular box containing the text 'Create impactful presentations'. The ribbon menu at the top shows the 'Home' tab selected. The 'Designer' ribbon tab is open, showing various design options like 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The status bar at the bottom indicates 'Slide 1 of 1' and 'English (United States)'.



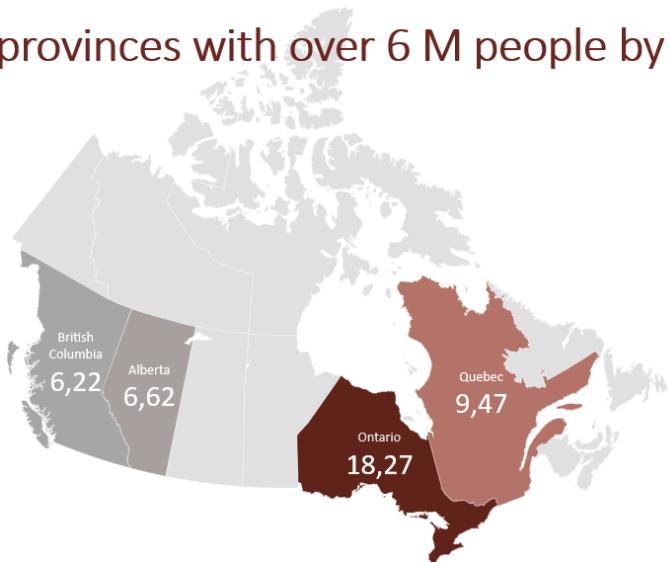
6: Adding and Modifying Visual Elements

Canadian provinces with over 6 M people by 2043

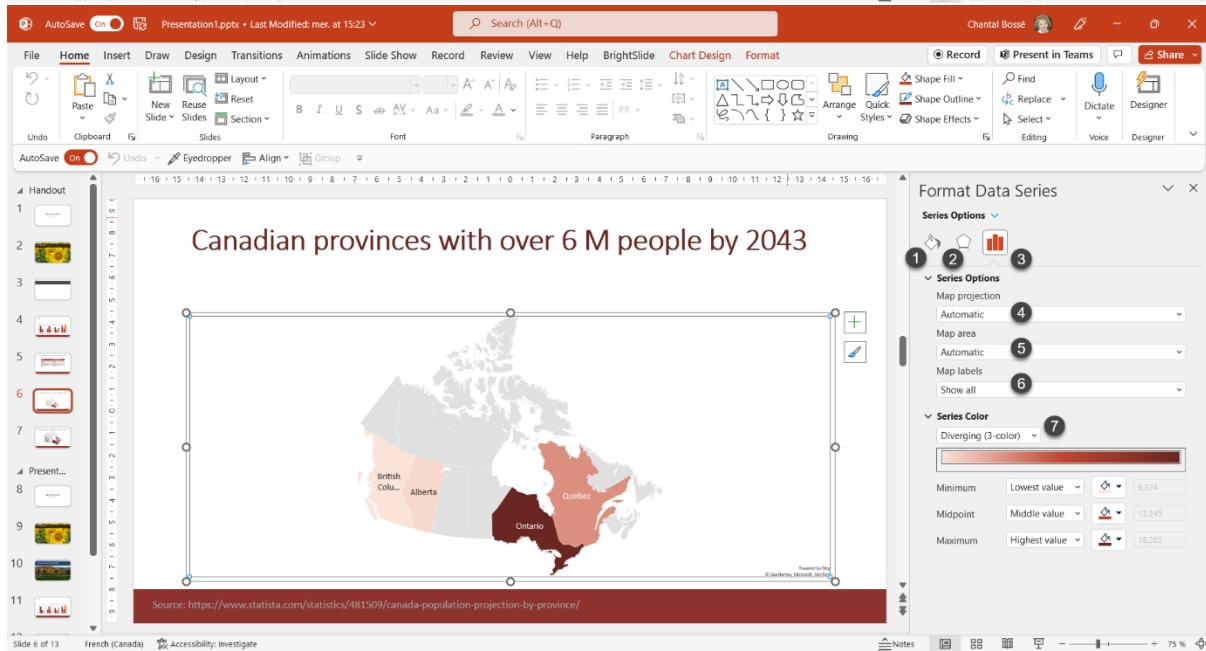
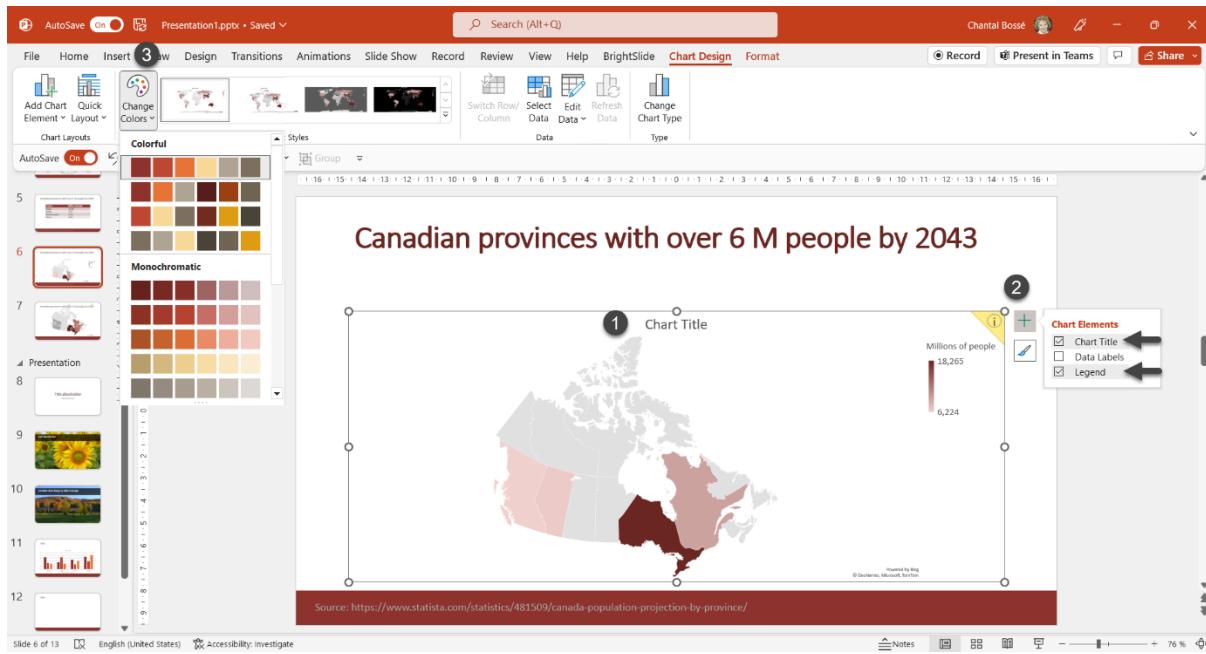
Province	Millions of people
Ontario	18.265
Quebec	9.472
British Columbia	6.224
Alberta	6.619

Source: <https://www.statista.com/statistics/481509/canada-population-projection-by-province/>

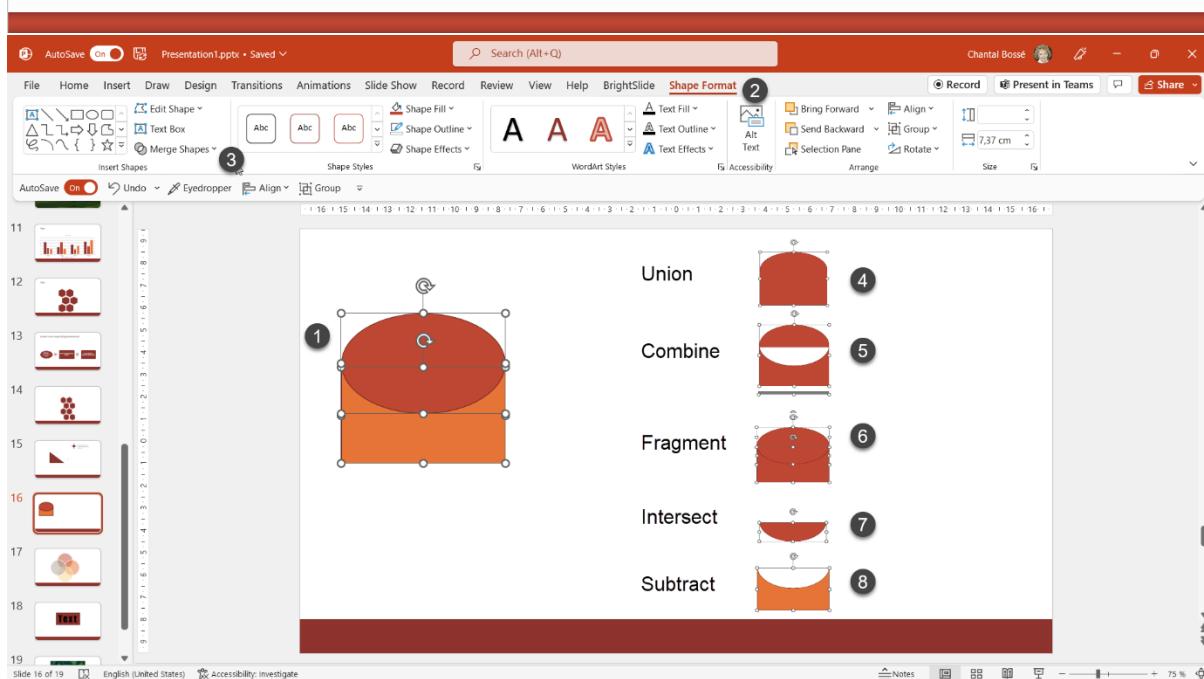
Canadian provinces with over 6 M people by 2043

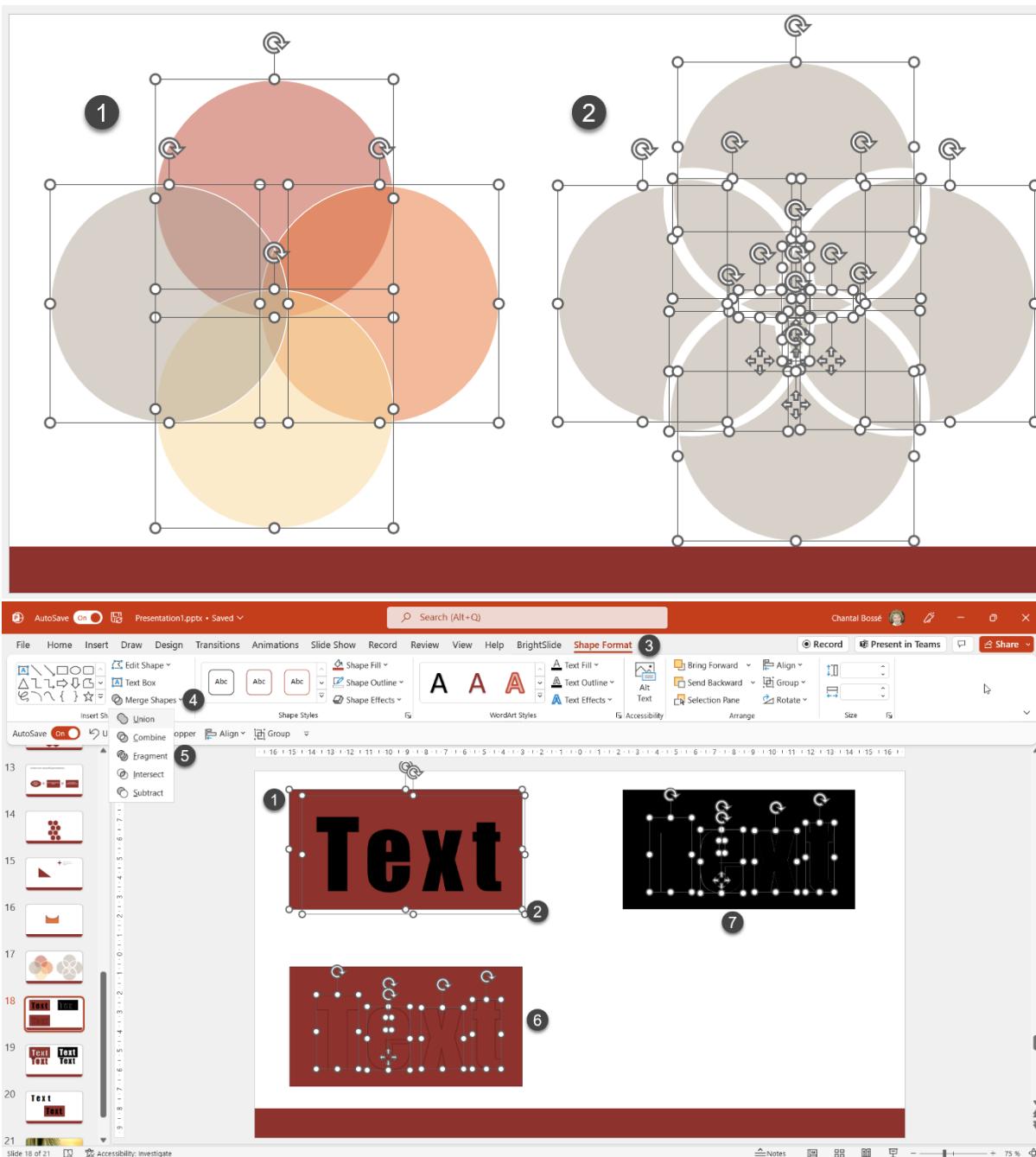


Source: <https://www.statista.com/statistics/481509/canada-population-projection-by-province/>



Les défis







1 Images **2 Icons** **3 Cutout People** **4 Stickers** **5 Videos** **6 Illustrations** **7 Cartoon People**

Search "Group"

1 New **Sitting** **Celebration** **Working** **Motion** **Design** **Art** **Bright**

2 Signs And Symbols **Location** **Holidays** **Nature And Outdoors** **People** **Faces** **Food And Drink** **Commerce**

3 Noah **Charles** **Fu** **Lance** **Dennis** **Basia** **Marci** **Kevin**

4 Moody Foodies **Koala** **Doggo** **Zutto** **O Fox** **Team Squatch** **Broccoli** **Mr Feels**

5 New **Green** **Abstract** **Silver** **Art** **Blue** **Golden** **Background**

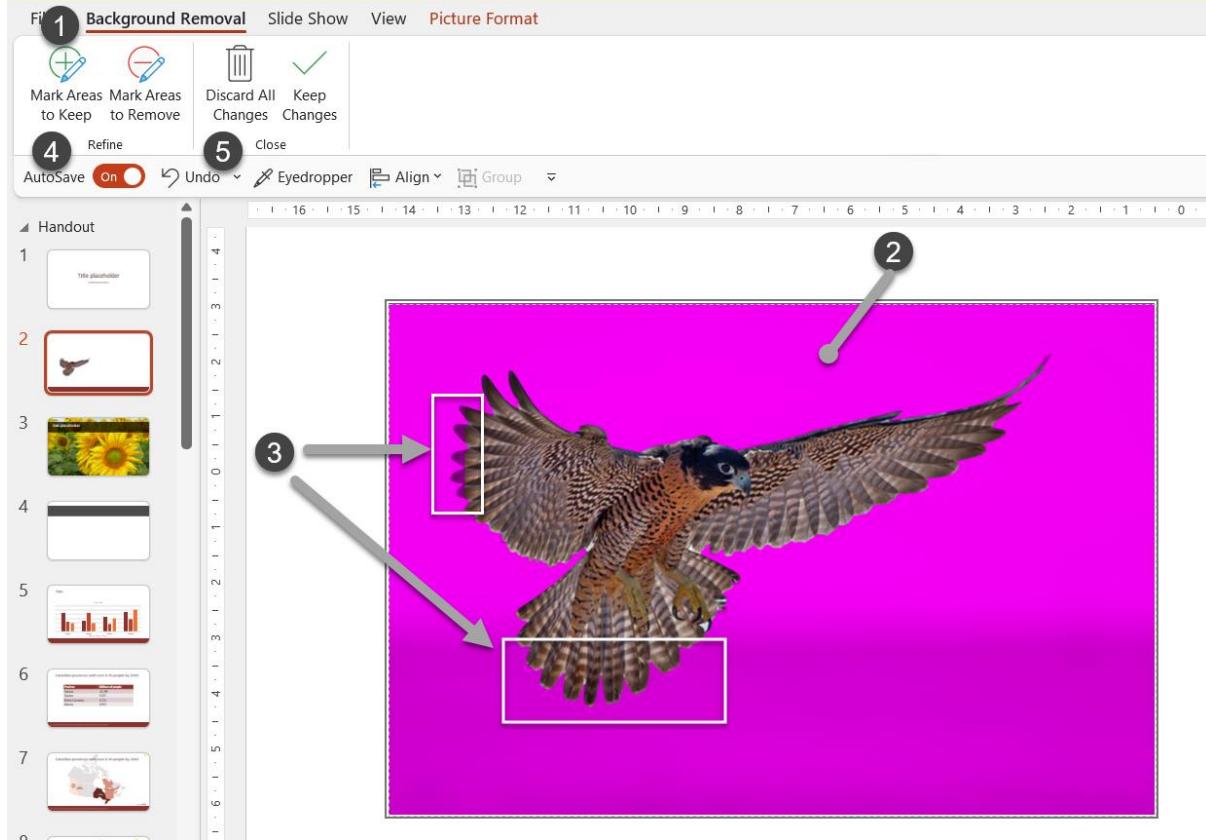
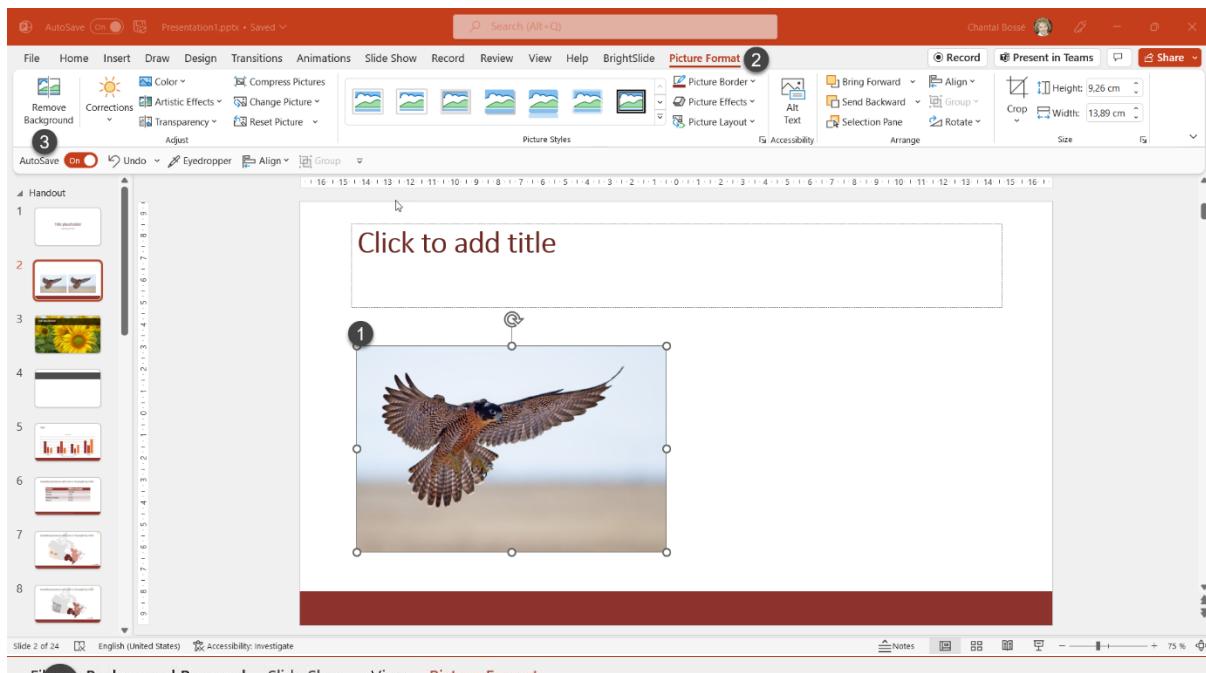
6 Education **Science** **Abstract** **School** **Autumn** **Party** **Animals** **Food**

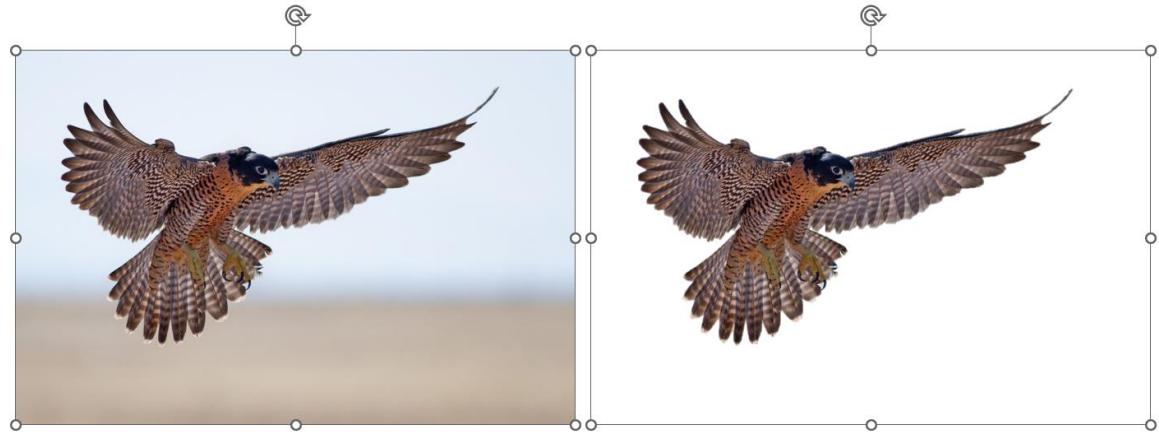
7 Characters **Half Characters** **Heads** **Faces** **Upper Body** **Full Body** **Accessories** **Decorations**

This image shows a user interface for managing digital assets, likely from a platform like Canva or a similar graphic design tool. The interface is organized into several sections, each with a numbered tab (1 through 7) and a series of cards or thumbnails.

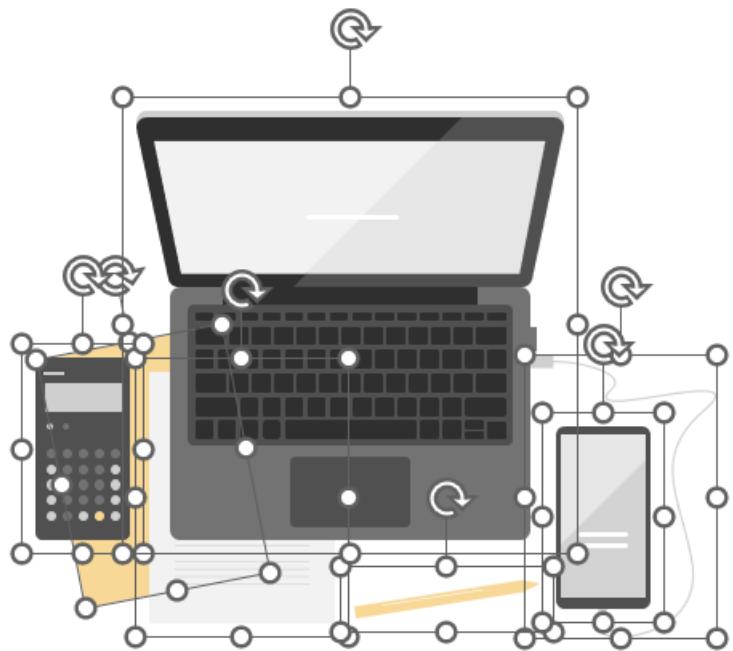
- Section 1 (Images):** Contains cards for 'New', 'Sitting', 'Celebration', 'Working', 'Motion', 'Design', 'Art', and 'Bright'.
- Section 2 (Icons):** Contains a grid of icons including glasses, a map, a calculator, a chessboard, a horse, a person, a plus sign, a person icon, a plane, a clock, and a globe.
- Section 3 (Cutout People):** Shows a row of cutout photographs of people named Noah, Charles, Fu, Lance, Dennis, Basia, Marci, and Kevin.
- Section 4 (Stickers):** Shows a grid of stickers including Moody Foodies, Koala, Doggo, Zutto, O Fox, Team Squatch, Broccoli, and Mr Feels.
- Section 5 (Videos):** Shows cards for 'New', 'Green', 'Abstract', 'Silver', 'Art', 'Blue', 'Golden', and 'Background'.
- Section 6 (Illustrations):** Shows a grid of illustrations including a microphone, a textured surface, a sleeping cat, a beach scene, and a red abstract shape.
- Section 7 (Cartoon People):** Shows a grid of cartoon character components including heads, faces, upper bodies, full bodies, accessories, and decorations.

The interface includes a search bar at the top labeled "Search *Group*", and various navigation controls like arrows and a magnifying glass icon.

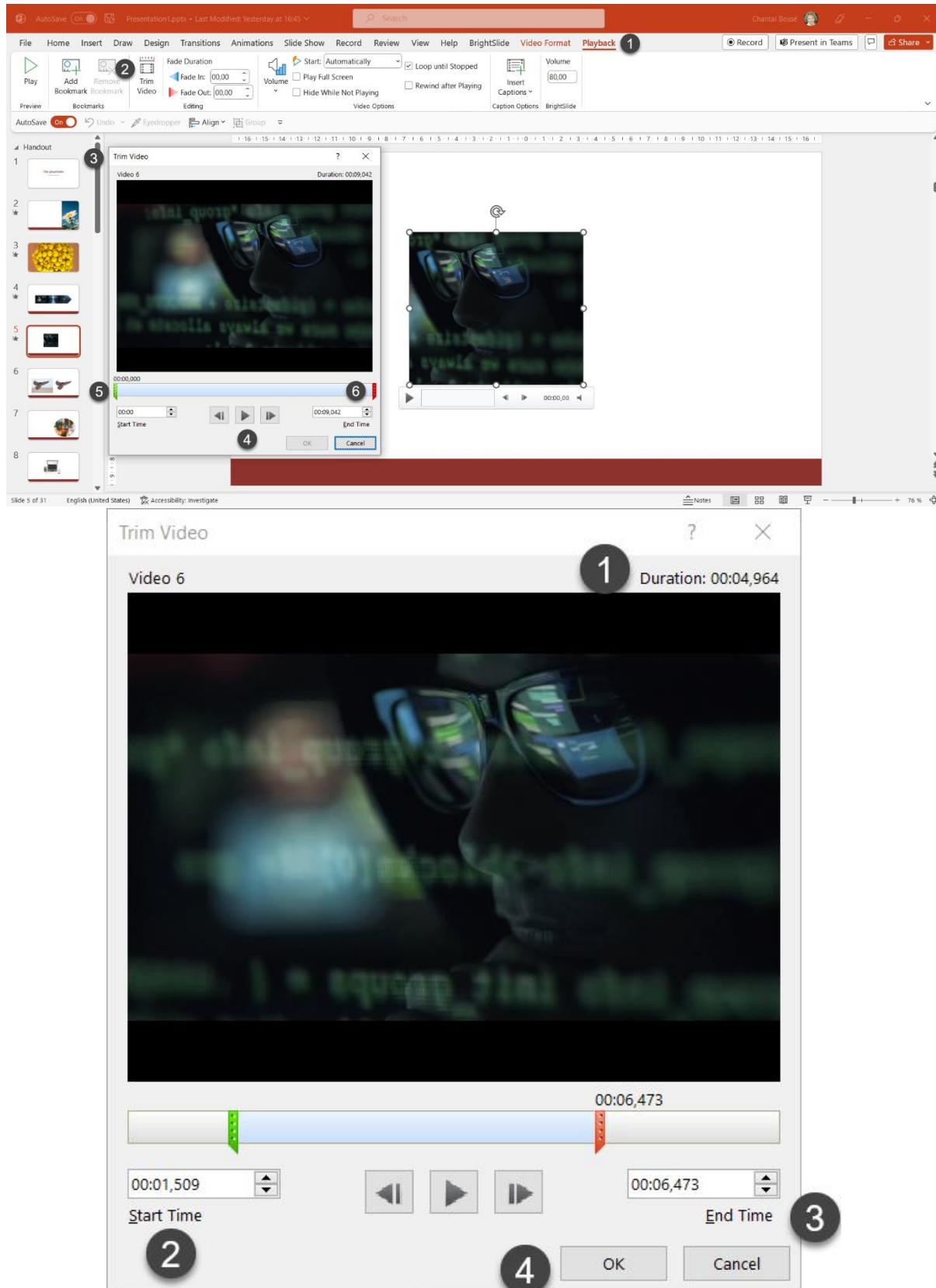




Screenshot of Microsoft PowerPoint showing a slide with two images of a peregrine falcon in flight. The images are selected, and the 'Picture Format' tab is active in the ribbon. A callout arrow labeled '1' points to the 'Picture Styles' section of the ribbon. A callout arrow labeled '2' points to the 'Crop' button in the 'Size' group. A callout arrow labeled '3' points to the crop handles on the right side of the images. A callout arrow labeled '4' points to the center crop handle.



7: Adding and Modifying Multimedia Elements



PowerPoint Interface (Top):

- File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, Help, BrightSlide, Audio Format, Playback (1).
- AutoSave On.
- Search bar.
- Chantal Bossé profile picture.
- Play, Add, Remove, Bookmarks, Preview, Bookmarks, Editing buttons.
- Fade Duration, Start: In Click Sequence, Hide During Show, Volume, Play Across Slides, Rewind after Playing, Trim, Fade In, Fade Out, Audio Options, Audio Styles, BrightSlide buttons.
- Volume: 80,00.
- Slide navigation: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
- Slide 9 of 32, English (United States), Accessibility: Investigate.

Trim Audio Dialog Box (Center):

- Trim Audio dialog box for slide 02, Point 2.
- Duration: 05:05,560.
- Start Time: 00:28,479.
- End Time: 05:34,039.
- OK button.
- Cancel button.
- Record button.
- Select Area button.
- Audio button.
- Record Pointer button.

Microsoft Teams Chat (Bottom):

- Activité, Conversation, Équipes, Calendrier, Appels, Fichiers, Tasks par Pl., Applications.
- Search bar: Rechercher.
- Équipes tab: Conférence annuelle, Général (1).
- Général tab: EA, Record (6), 00:00:00, Select Area (8), 4, 3, 2, + (7).
- Message from Chantal Bossé: "POWERPOINT FOR VIDEO PRODUCTION CHANTAL BOSSÉ PresentationPoint".
- Text: "This is a recording of a webinar that was done for our members by guest instructor, Chantal Bossé. You can easily add videos in your PowerPoint for Video Production - Chantal Bossé https://www.youtube.com/watch?v=VGHKNwSSINU YouTube | 50:21".
- Reply button: Répondre.
- Date: 2 août 2022.
- Message from Chantal Bossé: "J'ai ajouté un onglet en haut de ce canal. Vérifiez-le !".
- Reply button: Répondre.
- Notes: Bloc-notes de Conférence annuelle.
- Number 5 is highlighted at the bottom left of the sidebar.

8: Working with Transitions and Animations

The image consists of two screenshots of Microsoft PowerPoint, one above the other, demonstrating how to work with transitions and animations.

Top Screenshot (Transition ribbon):

- 1:** The "Transitions" tab is selected in the ribbon.
- 2:** A callout points to the "Transition to This Slide" button.
- 3:** A callout points to the "Effect Options" dropdown menu.
- 4:** A callout points to the "Subtle" transition category.
- 5:** A callout points to the "None" transition icon.
- 6:** A callout points to the "Exiting" transition category.
- 7:** A callout points to the "Pan" transition icon.

Bottom Screenshot (Animation ribbon):

- 1:** The "Animations" tab is selected in the ribbon.
- 2:** A callout points to the "From Right" animation effect.
- 3:** A callout points to the "Effect Options" dropdown menu.
- 4:** A callout points to the "Transition to This Slide" button.
- 5:** A callout points to the "From Right" animation effect in the list.

In both screenshots, the slide content shows two cartoon characters: a standing man and a crouching man. The slide number is 33 of 36, and the language is English (United States).

AutoSave On Presentation1.pptx • Saved Chantal Bossé

File Home Insert Draw Design **Transitions** Animations Slide Show Record Review View Help BrightSlide

Preview None Morph Fade Push Wipe Split Reveal Cut Random Bars Shape Uncover Cover Effect Options Sound: [No Sound] Duration: 02.00 Advance Slide On Mouse Click Apply To All After: 00:00,00 Timing

Transition to This Slide

31 Using Morph with shapes
1 CTRL + D

32 Using Morph with shapes
2

33 sunrise

34 Sunrise

Slide 32 of 40 English (United States) Accessibility: Investigate

Search

Notes

16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

AutoSave On Presentation1.pptx • Saved Chantal Bossé

File Home Insert Draw Design **Transitions** Animations Slide Show Record Review View Help BrightSlide

Preview None Morph Fade Push Wipe Split Reveal Cut Random Bars Shape Uncover Cover Effect Options Sound: [No Sound] Duration: 02.00 Apply To All

Transition to This Slide

1

2 Objects

3 Words

4 Characters

31 Using Morph with shapes
with Using shapes Morph

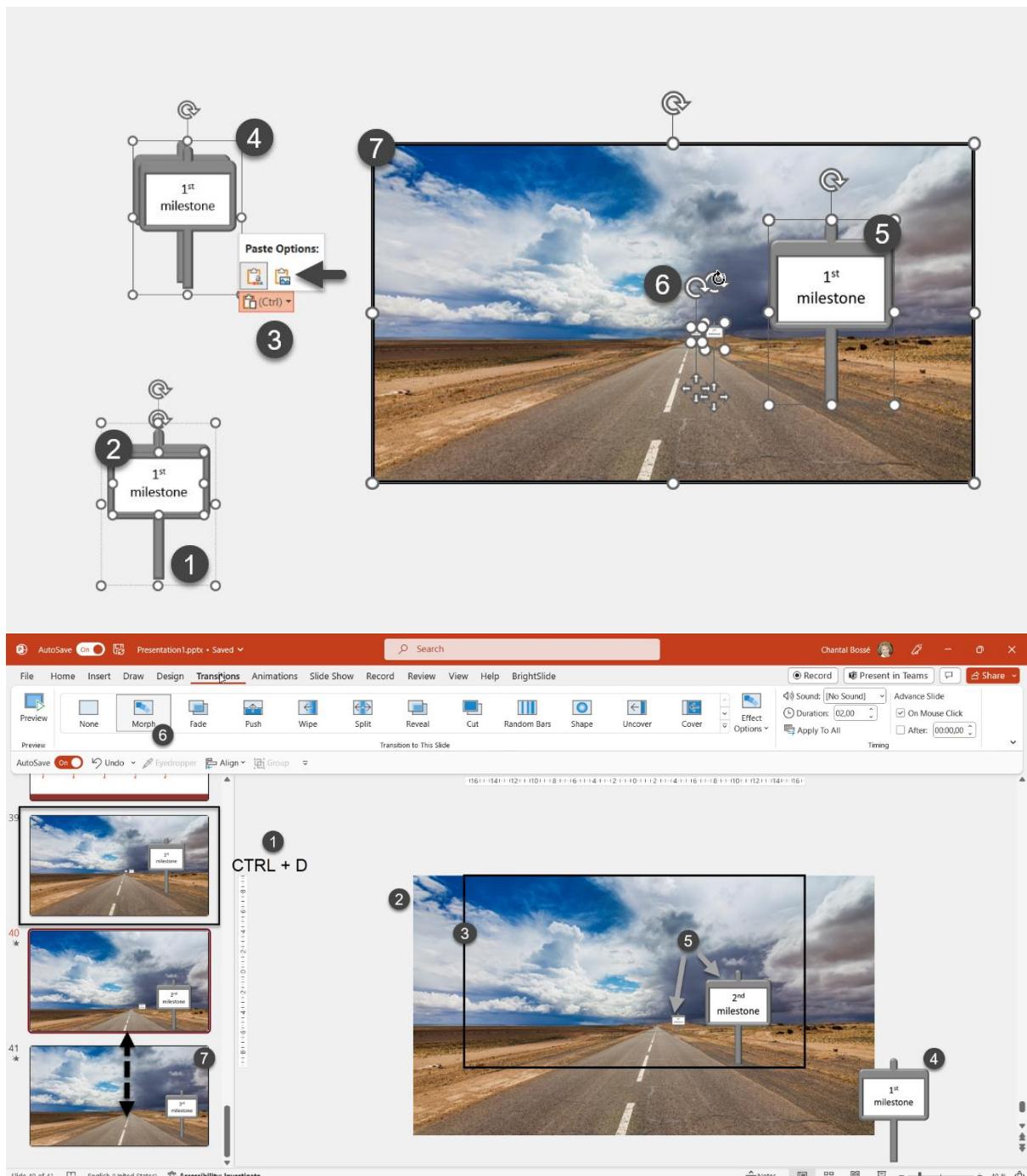
32 Using Morph with shapes
Using Morph with shapes

33 sunrise

Slide 32 of 40 English (United States) Accessibility: Investigate

Search

16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

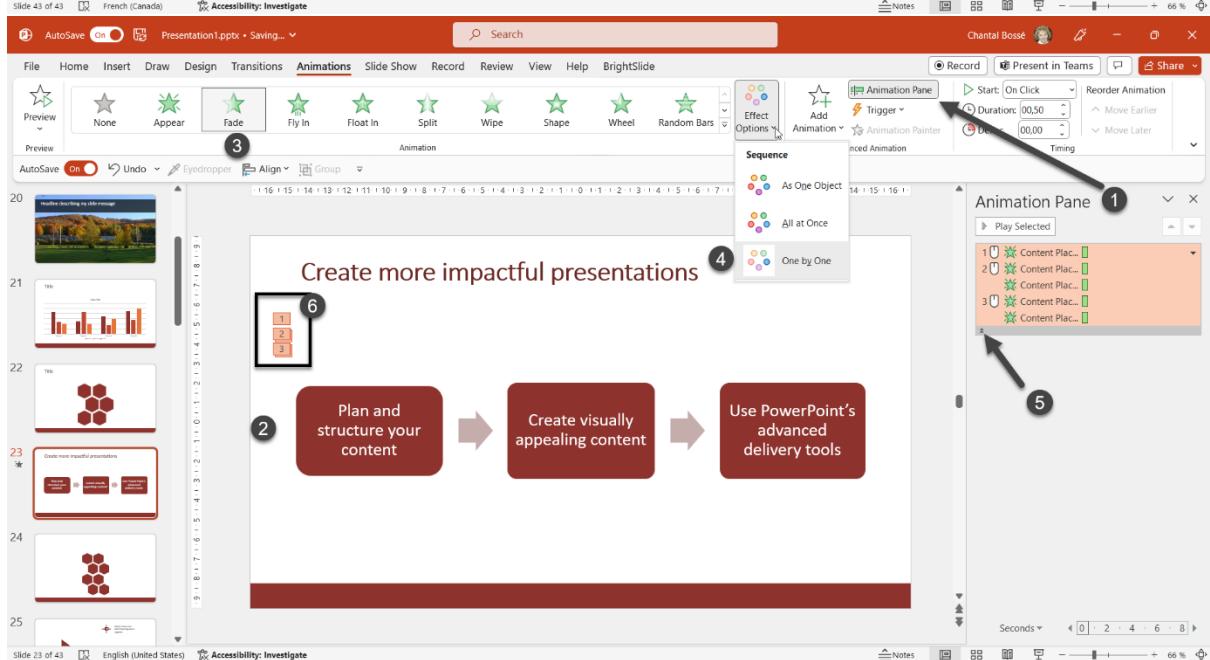
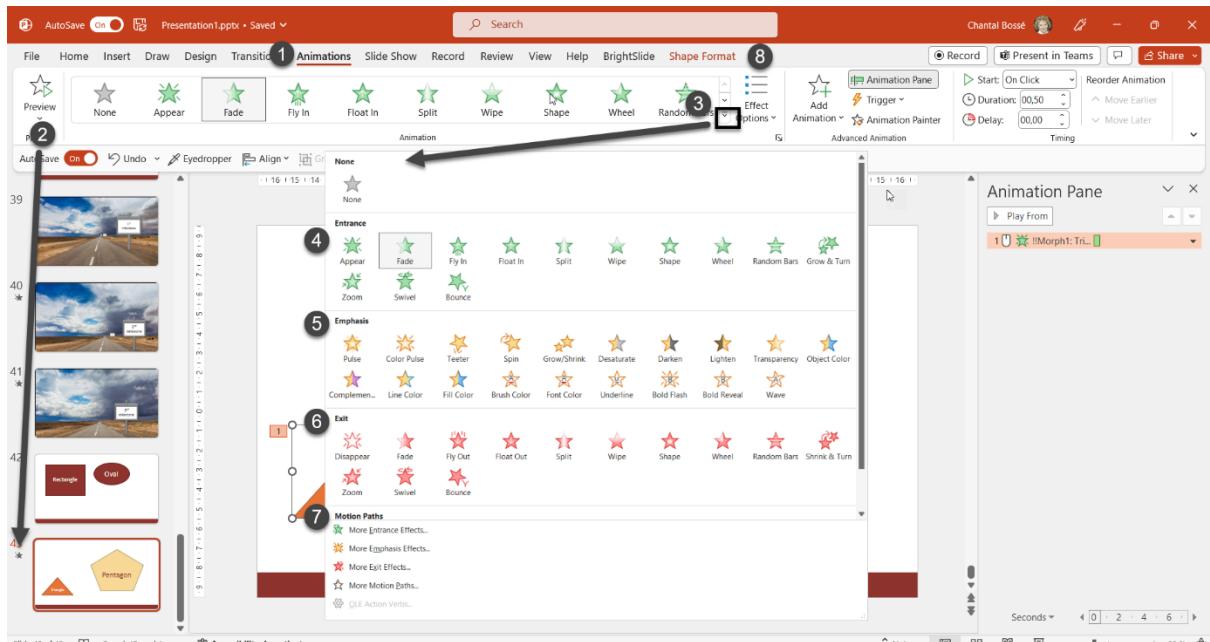


Top Screenshot (Slide 42):

The slide shows a red rectangle labeled "Rectangle" and a red oval labeled "Oval". The "Shape Format" tab is selected in the ribbon. A callout numbered 3 points to the "Arrange" button in the ribbon. A callout numbered 4 points to the "Selection Panel" in the ribbon. A callout numbered 5 points to the "Selection" pane, which lists "Oval 2" and "!!Morph1".

Bottom Screenshot (Slide 43):

The slide shows a red triangle labeled "Triangle" and a yellow pentagon labeled "Pentagon". The "Transitions" tab is selected in the ribbon. A callout numbered 2 points to the "Transition To This Slide" dropdown. A callout numbered 3 points to the "Timing" section of the ribbon.



This screenshot illustrates the Microsoft PowerPoint interface, specifically focusing on the Animation ribbon tab. The slide content features a title 'Create more impactful presentations' and three main bullet points: 'Plan and structure your content', 'Create visually appealing content', and 'Use PowerPoint's advanced delivery tools'. Each bullet point is enclosed in a rounded rectangular box with a drop shadow. The 'Create visually appealing content' box contains three small numbered callouts (1, 2, 3) pointing to the right. The 'Use PowerPoint's advanced delivery tools' box contains three small numbered callouts (1, 2, 3) pointing to the left.

The Animation ribbon tab is selected, displaying various animation effects like Fade, Fly In, and Shape. A context menu is open over the first callout (1), listing options: 'On Click', 'With Previous', and 'After Previous'. The 'Timing' section of the ribbon shows 'Start: On Click', 'Duration: 00,50', and 'Delay: 00,00'. The 'Animation Painter' button is highlighted with a red circle.

The 'Animation Painter' feature is demonstrated by opening the Animation Pane on the right side of the screen. It lists eight content placeholders, each with a preview icon and a play button. The first placeholder has its animation settings displayed: 'Start: With Previous', 'Duration: 00,50', and 'Effect Options...'. A context menu is open over the second placeholder (2), showing 'Trigger' and 'Animation Painter' options. The 'Timing' section of the Animation Pane shows 'Start: With Previous' and 'Duration: 00,50'. The 'Animation Painter' button is highlighted with a red circle.

The second screenshot shows the same slide and Animation ribbon tab, but the Animation Painter feature is no longer active. The Animation Pane now lists nine content placeholders, and the context menu over the second placeholder (2) is closed. The 'Timing' section of the Animation Pane shows 'Start: On Click' and 'Duration: 00,50'. The 'Animation Painter' button is highlighted with a red circle.

Money

Health

Environment

The slide features a central image of several tomatoes in various colors (red, orange, yellow, green, blue, purple) arranged in a cluster. A green circular button is positioned above the text.

PowerPoint Interface:

- File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, Help, BrightSlide**
- Animations ribbon:** Preview, None, Multiple, Appear, Fade, Fly In, Float In, Split, Wipe, Shape, Wheel, Effect Options, Add Animation, Animation Painter, Trigger (highlighted), Advanced Animation, Start: On Click, Duration: 00:050, Delay: 00:00, Reorder Animation, Move Earlier, Move Later, Timing.
- Thumbnail pane:** Shows slides 43, 44, 45, 46, and 47.
- Timeline pane:** Shows the timeline for slide 47, with frames 1, 2, and 3 visible.
- Animation Painter:** A floating window showing triggers for Event 1, Event 2, and Event 3.
- Animation Panes:** Two floating windows for "Event 1 picture" and "Event 3 picture" showing their respective triggers.
- Notes pane:** A small window at the bottom right showing notes and a zoom slider.

Annotations:

- Number 1 points to the "Trigger" dropdown in the ribbon.
- Number 2 points to the "Trigger" button in the ribbon.
- Number 3 points to the "On Click of" trigger in the timeline.
- Number 4 points to the "Event 1 picture" trigger in the Animation Painter.
- Number 5 points to the "Event 3 picture" trigger in the Animation Painter.
- Number 6 points to the "Scope" dropdown in the notes pane.

AutoSave Presentation1.pptx • Saved

Search

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help BrightSlide Video Format Playback

Preview None Multiple Play Pause Stop Seek Appear Fade Fly In Float In Effect Options Animation

6

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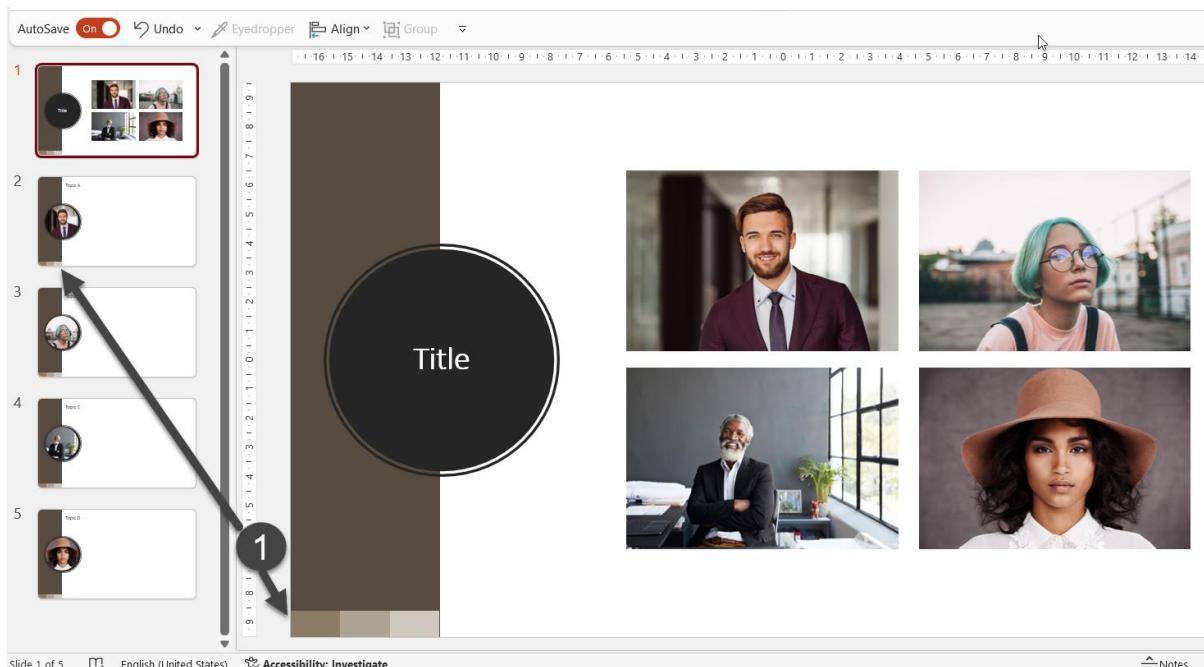
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9: Building Flexibility and Interactivity into Your Presentations



This screenshot shows a Microsoft PowerPoint slide titled "Conference presentation". The slide features a large orange chair against a concrete wall. At the bottom, it displays the names "Mirjam Nilsson" and "07/20/20XX". The navigation bar shows slide 2 of 18. A large black arrow points from the number 1 in the navigation bar to the "Preview" section of the "Animations" tab. Another arrow points from the number 2 in the navigation bar to the "Timeline" section. A third arrow points from the number 3 in the navigation bar to the slide content area. The "Animations" tab is selected, showing various animation options like "Appear", "Fade", and "Fly In".

10: Using PowerPoint Third-Party Add-Ins

No color images...

11: Practicing Your Presentation Delivery

Your Rehearsal Report (Preview)

1

Summary 2

Good job rehearsing! Keep up the hard work.

1:10 total time spent 6 slides rehearsed

2

Fillers 3

Fantastic! You didn't say too many filler words in your speech!

Learn More

3

Repetitive Language 4 NEW

Try using synonyms to avoid repetition. Below are the repeated words from your rehearsal.

really

Try out a new word or phrase

sure

Learn More

4

Inclusiveness 5

Great job! Your use of inclusive language was excellent.

Learn More

5

Pace 6

128 words/min

Your pace is just right! Keep it up!

slow fast

7

Your average pace over time

words/min

8

Learn More

9

Pitch

Low pitch variation will make your audience lose interest. Try increasing the tone for your key points.

Target

Monotone

0:10 0:25 0:40 0:55

10

Originality

You avoided reading slide text aloud. That's good for keeping the audience engaged with your message.

Learn More

11

How was your experience? ★★★★☆

12

Rehearse Again

Your Rehearsal Report (Preview)

Repetitive Language NEW

Nice work! Your variety of word choice will help keep your audience engaged.

[Learn More](#)

Inclusiveness

Great job! Your use of inclusive language was excellent.

[Learn More](#)

Pronunciation BETA

* Based on General American English

Good job! Your pronunciation sounded clear.

[Learn More](#)

Body Language NEW

Suggestions for a more engaging presentation:

- 3 **Eye contact** Keep your gaze forward
- 4 **Clear view** You kept the view of your face clear
- 5 **Distance** Keep a consistent distance from your camera

[Learn More](#)

Originality

You avoided reading slide text aloud. That's good for keeping the audience engaged.

1. Rehearse Again

2. Microphone settings (Microphone Yeti Classic) 1

3. Camera settings (Logitech BRIO) 2

4. Clear Recordings (On Current Slide) 3

5. Views (Slide View) 4

6. Teleprompter 5

7. Text annotation on the slide content 6

8. Show Background 7

9. Blur Background 8

10. Microphone icon 9

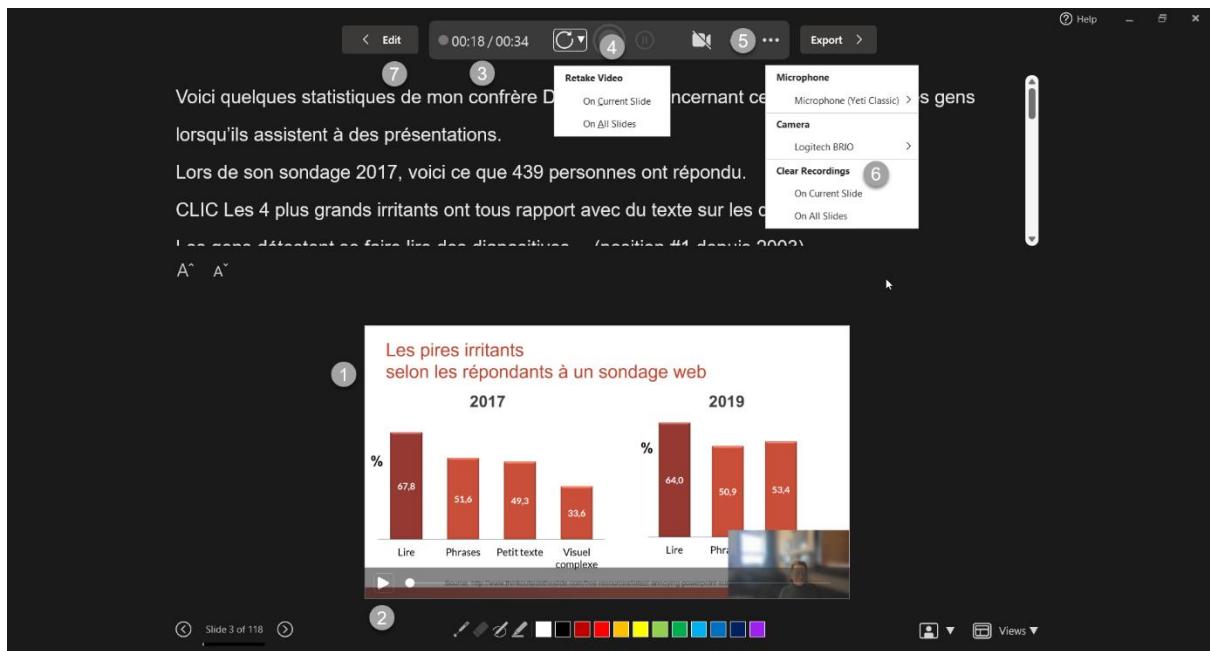
11. Camera icon 10

12. Back arrow 11

13. Help icon 12

14. Keyboard Shortcuts icon 13

15. Get Started icon 14



12: Using Presenter View

No color images...

13: Using PowerPoint Live in Microsoft Teams

No color images...