

HANDOUT (! QUEST LIST !) (I will call each lecture a “quest”, just for fun)

[SECTION 2] Workflow of a real designer

- ☐ **02-01:** Browse the websites I listed to soak a little graphic design inspiration
- ☐ **02-02:** Select at least 1 color scheme you find attractive
- ☐ **02-03:** Search and download at least 5 images for possible usage in the later stage of this course
- ☐ **02-04:** Download at least 30 icons (or an entire Icon Pack) for use and practice
- ☐ **02-05:** Pick and install two fonts onto your system. If you want a 100% working font use Lato or Open Sans.

Ding! – High Five

[SECTION 3] Basic but important features

- ☐ **03-01:** Take a brief look at the different tabs in our software. Get familiar with interface
- ☐ **03-02:** Add at least 2 shortcuts to the QAT -> I recommend Shape Layers and Text Box. In some versions of PPT for MAC the QAT is not available (2011, 2016), skip this quest
- ☐ **03-03:** Use the Selection Pane (Home -> Select -> Selection Pane or Home > Arrange > Selection Pane) to make objects visible, invisible, rearrange them and change object names
- ☐ **03-04:** Add a shape and Right Click -> Format Shape. Get familiar with the different Format Shape and Format Text options there are. Click on each option one by one and you will remember what is and what isn't possible in PowerPoint. Work at least 10 minutes here. I mean it.
- ☐ **03-05:** Try to Insert a screenshot into PowerPoint with the shown techniques
- ☐ **03-06:** Place an image in PowerPoint and click around with it's coloring and effects options in the Format Picture tab. Get familiar with the options around there. Work at least 5 minutes around there, it's important!
- ☐ **03-07:** Create a Shape and insert a Picture into PowerPoint and Crop them to a Circle. Then change it's aspect ratio to be a perfect 1:1.

Ding! – Congratulations

[SECTION 4] Advanced tricks only pros use!

- ☐ **04-01:** Add a couple of shapes into a slide. Merge 2 shapes together. Subtract 2 shapes from each other. Make sure you check the difference between selecting the primary object first, or selecting the primary object second.

- ☐ **04-02 (Only for Windows Users):** If you have Illustrator (or another vector software) download a Vector object (for example from Vecteezy.com or Freepik.com), convert it to *EMF and try to import and ungroup it in your PowerPoint.
- ☐ **04-03 (only for MAC users):** If you have Illustrator (or other vector software like Affinity, Sketch, Inkscape) download a Vector object (for example from Vecteezy.com or Freepik.com) and try to use the solution I showcase and explain in the lecture and Q&A section. If you have PPT 2019+/Microsoft365 simply use an SVG
- ☐ **04-05:** Add a Shape or use a Vector Icon and Click on any shape -> Format -> Edit Shape -> Edit Points. Try to add a few custom points and Smooth / Corner / Straight them. You will see how PowerPoint operates with that.
- ☐ **04-06:** Add 5 Shapes and Distribute them both “To Slide” and “To Selected Objects”. Click on all its features.
- ☐ **04-07:** Add a Text box -> Write some text -> Change the color of the box and color of the text -> Create a new Text box and write something in it as well. Then use **Format Painter** to paint the format over. You can test Animation Painter as well!
- ☐ **04-08:** Change the Aspect ratio of your new presentation to the A4 format (or any other custom format)

Ding! – Spot on, keep it going

[SECTION 5] Learn how to Animate

- ☐ **05-01:** Add 4 objects in PowerPoint and apply each type of animation at least once to them
- ☐ **05-02:** Add multiple animations to one object and try to preview all available animations by hittin “More”
- ☐ **05-03:** Apply 3 different effects to an object where the “Effect Options” can be changed
- ☐ **05-04:** Create a text box with a few lines of text and apply custom Fade, Wipe or other text effects on it
- ☐ **05-05:** Change the type of animation to On Mouse Click, With Previous and After Previous to learn the difference
- ☐ **05-06:** Add 3 different transitions to 3 consequent slides

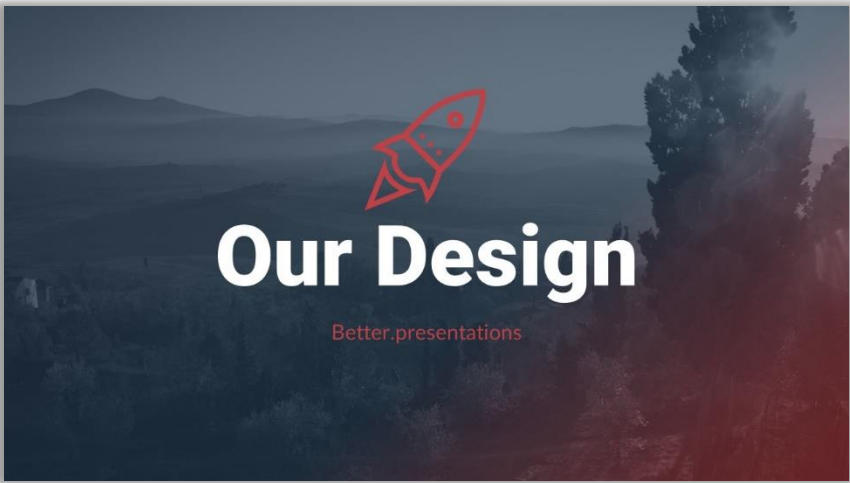
Ding! – Impressive run. Grab your goodies

[SECTION 6] Designing Slides (1-7)

☐ 06-01: Design this “warmup” slide:



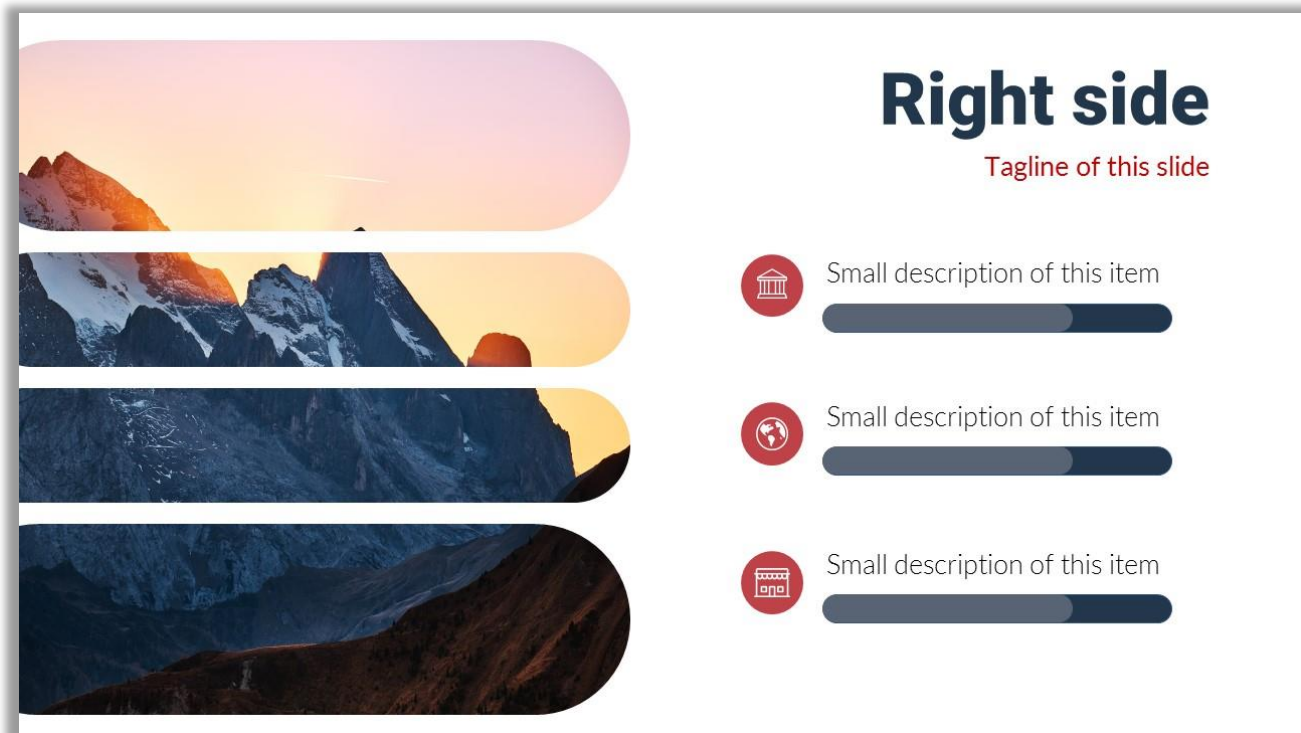
☐ 06-02: Design Slide 1. Title



☐ 06-03: Design Slide 2. Exciting Grid Picture



☐ **06-04:** Design Slide 3. Connected Picture



☐ **06-05:** Design Slide 4. Picture with Lines



☐ **06-06:** Design Slide 5. Our Services

Our outstanding services

Tagline of this slide



Service #1
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Service #2
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Service #3
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

☐ **06-07:** Design Slide 6. Overlapping Circles

Dat Services !?

Tagline of this slide



Service #1
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Service #2
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Service #3
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Service #3
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

☐ **06-08:** Design Slide 7. Simplistic Bullet Points

Our Services #3

Tagline of this slide

1 / Service here
Lorem ipsum dolor sit
amet, consectetur
adipiscing elit,

2 / Service here
Lorem ipsum dolor sit
amet, consectetur
adipiscing elit,

3 / Service here
Lorem ipsum dolor sit
amet, consectetur
adipiscing elit,

4 / Service here
Lorem ipsum dolor sit
amet, consectetur
adipiscing elit,

5 / Service here
Lorem ipsum dolor sit
amet, consectetur
adipiscing elit,

Ding! – Good job

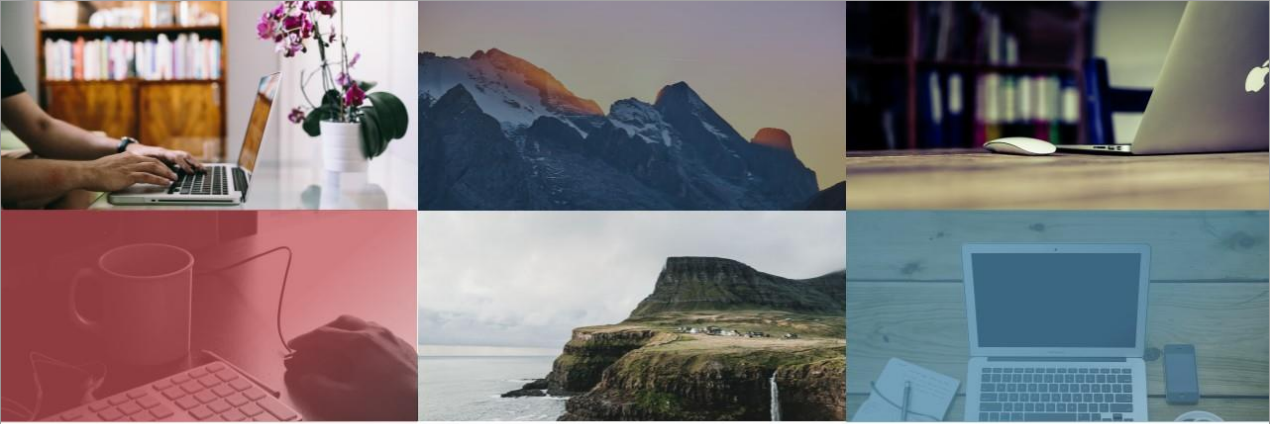
[SECTION 7] Animating Slides (1-7)

- ☐ **07-01:** Animate Slide 1. Bouncy Text
- ☐ **07-02:** Animate Slide 2. Strips Ownage
- ☐ **07-03:** Animate Slide 3. Swirly Progress Bars
- ☐ **07-04:** Animate Slide 4. Clean Zoom from Middle
- ☐ **07-05:** Animate Slide 5. Connected Lines Love
- ☐ **07-06:** Animate Slide 6. Disappearing and Growing Boxes
- ☐ **07-07:** Animate Slide 7. Dim the Lights

Ding! – You are on the right track to becoming a pro!


[SECTION 8] Designing Presentations (8-14)

08-01: Design Slide 8. Six Picture Equal Portfolio




My Portfolio


Tagline of this slide



Service here
Lorem ipsum dolor sit amet




Service here
Lorem ipsum dolor sit amet



Service here
Lorem ipsum dolor sit amet


08-02: Design Slide 9. Display with Four Pieces



Exploration

Lorem ipsum dolor sit amet, consectetur adipiscing elit,


Learn more



Experience

Lorem ipsum dolor sit amet, consectetur adipiscing elit,


Learn more



Existence

Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Learn more

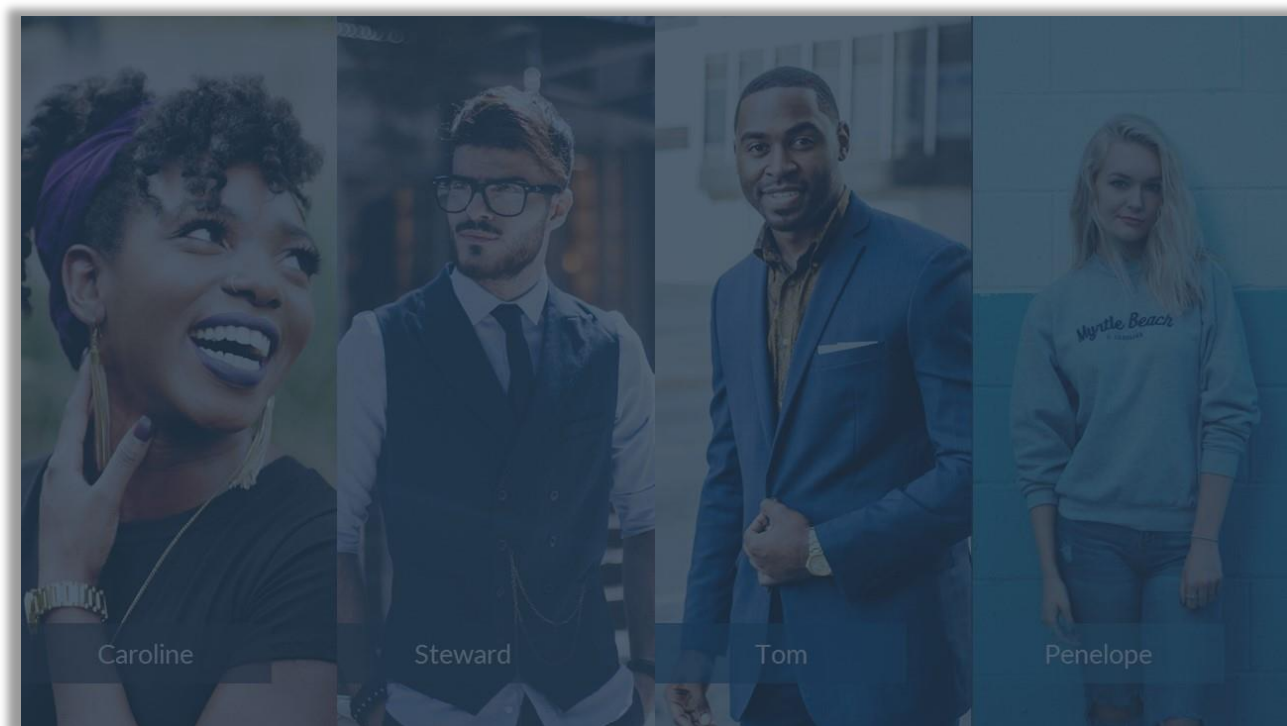


Energy

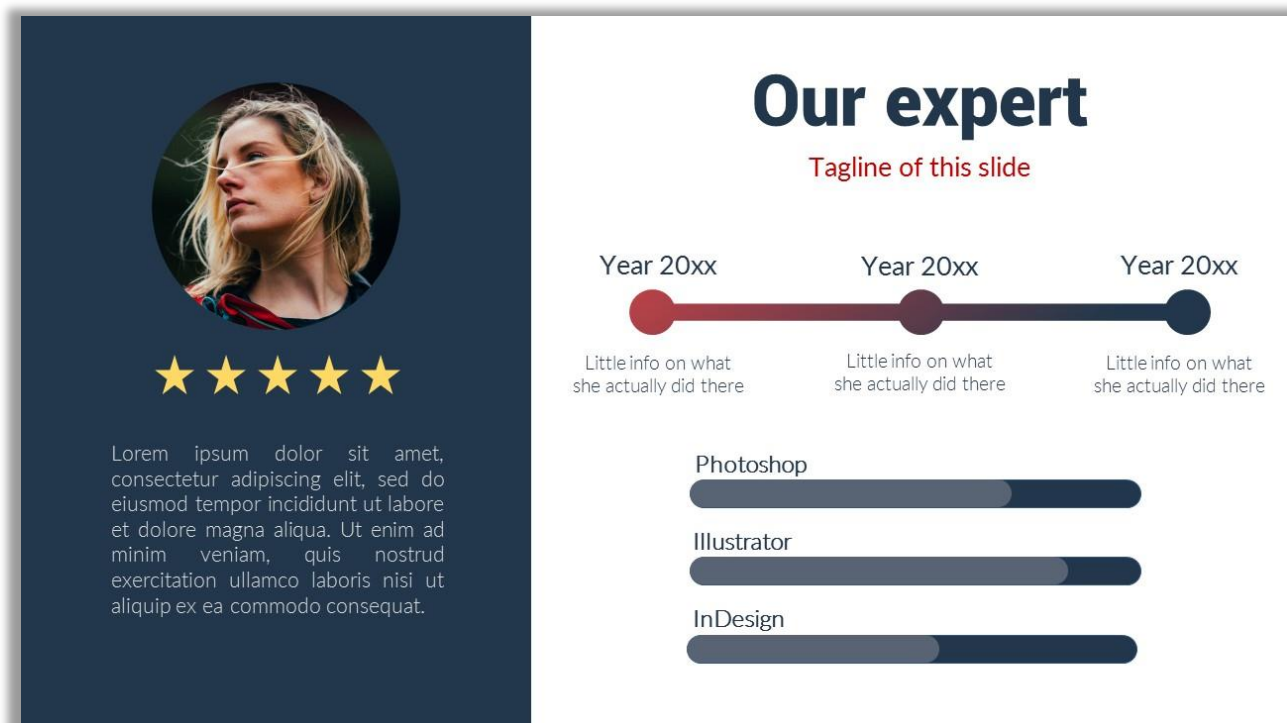
Lorem ipsum dolor sit amet, consectetur adipiscing elit,

Learn more

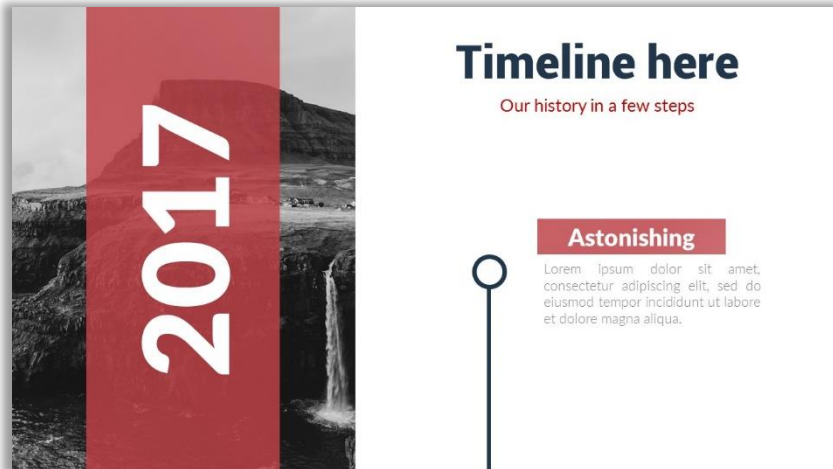
□ **08-03:** Design Slide 10. Staff Members with Overlay



□ **08-04:** Design Slide 11. A single Expert



☐ **08-05:** Design Slide 12. Starting a Vertical Timeline



☐ **08-06:** Design Slide 13. Continuing the Timeline



☐ **08-07:** Design Slide 14. Finalizing the Timeline



Ding! – Impressive animations

[SECTION 9] Animating Presentations (8-14)

- ☐ **09-01:** Animate Slide 8. Continuous Picture Animation
- ☐ **09-02:** Animate Slide 9. Consistent Teeter and Pulse
- ☐ **09-03:** Animate Slide 10. Reveal People One by One
- ☐ **09-04:** Animate Slide 10. Trigger Animation that Will Blow Your Mind
- ☐ **09-05:** Animate Slide 11. Simplified Wipe Animations
- ☐ **09-06:** Animate Slide 12. Timeline Animation Pt. 1
- ☐ **09-07:** Animate Slide 13. Timeline Animation Pt. 2
- ☐ **09-08:** Animate Slide 14. Timeline Animation Pt. 3

Ding! – Congratulations, you made it this far

[SECTION 10] Kinetic Typography & Motion Graphics

- ☐ **10-01:** View a few Kinetic Typography examples on the web (for example youtube, vimeo or google search)
- ☐ **10-02:** Prepare the first project with at least 2 text boxes that will fly in from the sides
- ☐ **10-03:** Create the 2 lines that will spread from each other
- ☐ **10-04:** Finish the project by adding the text
- ☐ **10-05:** Create at least one sparkle with a 10-corner star and a circle
- ☐ **10-06:** Animate the first 2 text boxes
- ☐ **10-07:** Make the next boxes to fly in and remove the old text boxes

Ding! – Now you are a text animation boss, good job!

[SECTION 11] Template Creation in PowerPoint

- ☐ **11-01:** Watch the lesson and get prepared to work :)
- ☐ **11-02:** Go to **View > Slide Master** and add a Master Slide
- ☐ **11-03:** Go again to **View > Slide Master** and add a few **Layouts** to the template
- ☐ **11-04:** Listen how XML files can be used within PowerPoint and try creating one yourself!
- ☐ **11-05: THMX Files** – Listen exactly to what PPT Templates are and try looking inside a THMX file

- ☐ **11-06:** Go into Slide Master and try to create a completely new layout with a custom picture in it. If you don't have the Merge Shapes options, just try adding regular placeholders for practice reasons
- ☐ **11-07:** Prepare the example Template slide with me by watching the tutorial and doing the same
- ☐ **11-08:** Listen carefully to the advantages and disadvantages of using Master Slides and how to Multiply template elements

Ding! – I'm truly amazed, you are hitting the highest levels!

[SECTION 12] ZOOM & MORPH

- ☐ **12-01:** Download the resources if you want to create and test along
- ☐ **12-02:** Preview the ZOOM features. If you have an older version of PPT watch the lecture
- ☐ **12-03:** Understand the difference between the ZOOM feature and MORPH transition
- ☐ **12-04:** Create the example shown in the video
- ☐ **12-05:** Think of ways to use ZOOM in the future
- ☐ **12-06:** Create the example shown in the video
- ☐ **12-07:** If you have Microsoft365 try utilizing the new "!!" feature in an object
- ☐ **12-08:** Soak the conclusion of this section in!

Ding! – Glad to see you ZOOM'in around 😊

[SECTION 13] Recording and exporting Videos

- ☐ **13-01:** Try to enable one of the hidden ribbon elements – if you find it enable the Recording tab
- ☐ **13-02:** Take a Screenshot of one Active Window and place it inside of PowerPoint. If you don't use the PowerPoint function, you can always press PRINT SCREEN on your keyboard and hit CTRL+V inside PowerPoint to paste it
- ☐ **13-03:** If you will be able to find the "**Screen Recording**" function try to record a part of your screen for a few seconds as if you would explain something
- ☐ **13-04:** Go to the **Slide Show** tab, and hit the **Record Slide** show button. Try recording a few of your slides. Even if you don't use a microphone, PowerPoint will set the timing of your slides.
- ☐ **13-05:** Test how **Links** and **Actions** work. Place at least one Link and one Action within your slide and use it
- ☐ **13-06:** IF you have this feature, you can try placing a few slide ZOOM within PowerPoint. If you don't have it just skip this task and watch the lesson I recorded. Your quest is automatically completed

- ☐ **13-07:** Hit File > Export > Create a Video and export your recorded presentation to a FULL HD mp4 video file (the resolution depends on PPT version. Older versions (2013) could export to 1280x720. PPT 2016 and 2019 could Export to 1920x1080. New versions can export even to 4k resolution.
- ☐ **13-08:** Copy two slides from your existing presentation onto a new PowerPoint and try to record your voice-over. If you don't use a mic or something doesn't work just try to Record the Slide Show and Export it to video – let this be a final test exam for you if you remember everything.

Ding! – Well done, the icons are fully yours!

[SECTION 14] Video-Oriented Slide Design

- ☐ **13-01:** Make a Looping video background in PowerPoint
- ☐ **13-02:** Place at least 2 simultaneously playing videos into one slide
- ☐ **13-03:** Add a shadow and 3D effect to your 2 videos
- ☐ **13-04:** Try to place a video behind a phone, computer, or any other design mockup

Ding! – Impressive job! Keep it up, you are nearly at the finish line :)

[SECTION 15] Kiosk Style Presentations

- ☐ **15-01:** Listen to what a Kiosk Presentation is. Done.
- ☐ **15-02:** Take a few slides to another PowerPoint, go to the Transitions Tab and select the slides to advance “After” a certain number of seconds, for example 10.
- ☐ **15-03:** Make sure all animations on the slides you copied over are set to “After Previous” or “With Previous” instead of On Click. It will be easier this way to read how long the animations play
- ☐ **15-04:** Listen to the comparison on Kiosk Style Presentations vs Exported Videos
- ☐ **15-05:** Set up a Kiosk Presentation from start to a ready and playing presentation. Remember to use the **Slide Show** Tab > **Set Up Slide Show** option

Ding! – Awesome that you are learning such things!

[SECTION 16] Photo Editing & Manipulation

- ☐ **15-01:** Soak the introduction :)
- ☐ **15-02:** Try to remove a background from any picture you want. For example, delete a background from a person
- ☐ **15-03:** “Stay awhile and listen”

- ☐ **15-04:** Test the cropping functions
- ☐ **15-05:** Try to soften the edges of at least one picture
- ☐ **15-06:** Try to utilize the Picture Layouts (if your PowerPoint version has it) to save time

Ding! – I'm more than proud of you. I could learn from you now probably

WOW and just WOW! There are still a few additional lectures coming up to the course, the [MORE] sections which expand the content, but if you completed the above sections you are well on your way to become a PowerPoint ninja.

Thank you for seeing this thing through!

Thumbs up,

Andrew Pach