Creating Infographics Quickly with PowerPoint Microsoft Office Mastery Series

Instructor Information

Instructor	Email	Training Type	Duration, Hours
Kelvin Ng Choo Kent	support@EliteIndigo.com	Online Virtual Class	2 days | *9AM-5 PM*

Course Overview

Description

In recent years, the term infographic has typically come to mean an easily shareable information visual with multiple illustrations in one graphic. These seem to have a way of going viral because they give the viewer that exciting feeling of understanding complexity in just a single image file. Many learners describe themselves as "visual learners." This means that they would rather get a simple, concise image or chart that conveys information. Data means to the most to this crowd when there are charts and graphs that drive the message home. All this can be done within Microsoft PowerPoint, the most used Presentation Application.

Learning Outcome and Goals

- Craft a visual representation of a text-based information.
- Understand and Use drawing tools in PowerPoint Effectively.
- Use Image, Graphics, and Illustration with a purpose (Data Storytelling)
- Expose to the Creative world of Infographics.

Course Requirement

- Participants should be able to use a PC at the beginner level
- Basic knowledge and functionality of Microsoft Excel
- Microsoft Office 2013 and above

About the Trainer

Professional Trainer Profile

23 years Teaching Experience

Kelvin Ng Choo Kent is a highly experienced digital arts instructor and master trainer with more than 17 years of experience in the Office Automation Consultation, Graphic Design, Animation and Print Production arena. He is a graduate of Malaysian Institute of Art (MIA) and holds the distinction of being certified as Adobe Certified Expert (ACE), Microsoft Office 2016 Master Specialist MCP & MCT, Certified Practitioner of Neuro-Semantics, Certified Practitioner of Neuro-Linguistic Programming & Certified Practitioner of Hypnosis & Time-Lines.

8045 Total Students Taught 2016 - 2018

523 Total Classes Taught 2016-2018

2275 Total Students Taught Year 2019

165 Total Classes Taught Year 2019

Course Information

Course Outline

Sample online session schedule and outline

PowerPoint Infographic Overview

- Unpack an Infographic.
- Start a New Project
- Setting up your Theme

Working with Basic Diagram

- Understanding SmartArt
- Ungroup and Modify SmartArt
- Adding a twist to the Shapes

Build your own Infographic

- Discover the Power of Drawing Tools
- Be amaze with the Merge Shapes.
- Check out the shape effects.
- Put Drawing together and build Infographic.

PowerPoint Icon Graphics

- Inserting a PowerPoint icon
- Formatting the icon
- Converting the icon to a shape
- Aligning icons

Picture Speaks a Thousand Word

- Research for Quality Images
- Break down and Modify the Image.
- Enhance the Image Like a Pro
- Put Images into Shape

Static Graphic vs Motion Graphic

- Making a Graphic come to live.
- Be the director of your Show.
- Bring your Story to live.

Crafting an Infographic (Assignment)

- Topic Selection
- Organize the Data.
- Story Boarding
- Prepare Graphics

Final Touches of the Assignment

- Group discussion (Breakout Session)
- Fine Tune the Presentation Flow
- Final Check and Distribute

Show Time.

- Group Presentation
- Discussion

Course Schedule

Time	Topic
Session 1: Day 1	
9:00 AM	**Registration**
9:30 AM – 10:30 AM	Getting Ready for Infographic Project
10:30 AM – 10:50 AM	**Morning Tea Break / Comfort Break**
10:50 AM – 12:30 PM	SmartArt – Create, Break and Rebuild
12:30 AM 1:45 PM	**Lunch Break and Solat**
1:45 PM – 2:00 PM	**Energizer**
2:00 PM – 3:30 PM	Drawing Tools : Draw, Reshape and Build
3:30 PM – 3:50 PM	**Afternoon Tea Break / Comfort Break**
3:50 PM – 4:45 PM	Drawing Tools : Build Diagram and ICONS
4:45 PM – 5:00 PM	Day 1 Debrief and Closing
Session 2: Day 2	
9:00 AM	**Registration**
9:30 AM – 10:30 AM	Static vs Motion Infographic
10:30 AM – 10:50 AM	**Morning Tea Break / Comfort Break**
10:50 AM – 12:30 PM	Drawing & Images : Pictorial Infographic
12:30 AM 1:45 PM	**Lunch Break and Solat**
1:45 PM – 2:00 PM	**Energizer**
2:00 PM – 3:30 PM	Object Animation : Interactive Infographic
3:30 PM – 3:50 PM	**Afternoon Tea Break / Comfort Break**
3:50 PM – 4:45 PM	Finishing Touches
4:45 PM – 5:00 PM	Day 2 Debrief and Closing

Schedule/Timing is subject to change according to the Participants Progress and Level of Knowledge.

Remark / Notes

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Thank you