2

Creating Infographics Quickly with PowerPoint

Microsoft Office Mastery Series

Online Training

Date: **4 – 5 August, 2022**

Duration, Time: **2 days, 13 hours, 9AM – 5PM**

Instructor: **Kelvin Ng Choo Kent**

Mind Initiatives Ltd.
Suite 207A Ebene Junction,
Rue de la Democratie
Ebene 80817.

Tel: +230 54994050
E-mail : registration@mindinitiatives.com
FB: https://www.facebook.com/mindinitiatives/



*Terms and conditions apply

About Mind Initiatives:

Established in 2008 in Mauritius, Mind Initiatives provides support to companies in implementing their strategies through virtual and in-person led content.

With a large pool of local and internationally recognised instructors, speakers and trainers, we tailor-make events, programmes and workshops. As a 14-year-old enterprise, we have cultivated a reputation for devising relevant content addressing and identifying the challenges faced by companies. We are a MQA (Mauritius Qualifications Authority) Registered Training Institute.

Introduction:

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.

Creating Infographics Quickly with PowerPoint

Microsoft Excel Mastery Series

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

Target Group:

Managers, Sales Representative, Academicians, Trainers, Executive and everyone who need to prepare Slides Deck for presentation.

Methodology:

Instructor Led, Virtual LearnCaster Framework, Hands-on Application

Format:

Online (Virtual Training via ZOOM)

Duration:

2 days - Total no. Hours: 6.5 + 6.5 = 13 hours

Cost:

Rs. 14000 per participant

Course 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 Words

- 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:

Day One – 4 August, 2022

Time	Topic
9:00 AM – 10:30 AM	PowerPoint Infographic Overview
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Working with Basic Diagram Build Your Own Infographic
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	PowerPoint Icon Graphics Picture Speaks a Thousand Words
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:45 PM	Individual Assignment Redesign an Infographic
4:45 PM – 5:00 PM	Day 1 Closing / Day 1 Class End

Course Schedule:

Day Two – 5 August, 2022

Time	Topic
9:00 AM – 10:30 AM	Assignment 1 Presentation
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Static Graphic vs. Motion Graphic Crafting an Outline and Storyboard Topic Selection (Individual Assignment)
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Group Assignment (Breakout Room)
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:30 PM	Group Assignment – Final Presentation
4:45 PM – 5:00 PM	Closing / Evaluation / Certificates / Group Photos

Schedule/Timing is subject to change according to the Participant's progress and level of knowledge.

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 distinction of being certified as Adobe Certified Expert (ACE), Microsoft Office 2016 master Specialist MCP and MCT, Certified Practitioner of Neuro- Semantics, Certified Practitioner of Neuro-Linguistic Programming and Certified Practitioner of Hypnosis and 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

Kelvin Ng has also conducted Youth Programs sponsored by the Microsoft Youth Spark Initiative. The programs targeted Secondary and Juvenile School students, and underserved Communities in Malaysia by empowering them to present, write Resumes and develop better Financial Literacy through Microsoft Office Applications. He joined 19 other international speakers from around the world in the 2020 Mega Symposium where he talks on The Magical Microsoft Office.

He has also developed easy-to-learn, fun, and engaging modules that have been proven to improve his clients' productivity by at least 30%. They can develop clear business reports, communicate business numbers to make critical decisions, and design impactful business presentations and documents. With the right support and practice, everyone can be a Microsoft Office Hero at the workplace.

With Kelvin Ng's knowledge and experience, he is also known as a Solutions Specialist who customizes formulas, formats to help upscale the productivity and performance of SMEs and Multinationals globally. Customization and Consultancy are his forte and he is the catalyst and backbone to teams who want to be great er and become a higher performing team.

You can be the Hero too!

Visit https://kelvinnck.wixsite.com/cemdisegno now.

Trainings in the Microsoft Office Mastery Series

On Demand

1. 9 Features to become MS Excel Expert - 2D
2. Analyzing data using PivotTable - 1D
3. Building Interactive Reports and Dashboard using Microsoft Excel - 2D
4. Data Analysis using Microsoft Excel - 2D
5. Excel Advanced 2D
6. Excel Foundation 1D
7. Excel Intermediate 2D
8. Excel for Human Resource Professionals – 2D
9. Excel PowerQuery and PivotTable 2D
10. Formula and Functions Course Outline
11. Microsoft Excel - The Excel Secrets You WANTED to Know
12. Building an IMPACTFUL Presentation using PowerPoint
13. Building Infographic Quickly using PowerPoint 2D
14. Mastering Data Visualization using PPT and Excel
15. PowerPoint Basic Intermediate 2D
16. PowerPoint Presentation Slide Design & Animation
17. Word Foundation 1D
18. Word Intermediate 2D
19. Word Advanced 2D
20. Unleash Your Inner Potential with Microsoft Word
21. Crafting Impactful Professional Writing with MS Word

For more details, contact:
Ravin Lama
Tel: +230 52562050
Email: ravin.lama@mindinitiatives.com

Linkedin: https://www.linkedin.com/company/mind-initiatives/
Facebook: https://www.facebook.com/mindinitiatives
Website: http://www.mindinitiatives.com/