

INFOGRAPHICS

½ DAY

Infographics are visual representation of data. These images rely on charts and icons alongside text to convey information.

This course offers the student the ability to create stunning infographics with Microsoft PowerPoint. Gathering data is the easy step... but communicating this data with engaging and effective visuals is the challenge.

The course will help the students to understand what needs to be presented and which infographic type would be best suited to share their findings. Students will design and make their own infographic to share their ideas!

COURSE CONTENT

OVERVIEW OF INFOGRAPHICS

- What are infographics?
- What are infographics good for?
- When to use infographics?

THE NINE DIFFERENT TYPES OF INFOGRAPHICS

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|------------------|--------------------------------|
| 1) Statistical | 6) Comparison |
| 2) Informational | 7) Organizational/Hierarchical |
| 3) Timeline | 8) List |
| 4) Process | 9) Resume |
| 5) Geographic | |

CUSTOMIZE THE POWERPOINT

- Set up the slide size

ADD SMART ART

- Review of the SmartArt options
- Design your SmartArt graphic

CREATE AN INFOGRAPHIC FROM SCRATCH

- Use shapes and designs
- Add icons

CORRECTLY SAVING YOUR INFOGRAPHIC TO USE IN ANOTHER MS APPLICATION

- Insert your infographic into a Word document or in a Sway presentation