



Microsoft PowerPoint Course Details

◆ Course Overview

This Microsoft PowerPoint course teaches you how to create professional, attractive, and impactful presentations.

You will learn slide design, animations, transitions, charts, SmartArt, templates, and how to deliver presentations confidently.

◆ What You Will Learn

1. PowerPoint Basics

- Introduction to PowerPoint interface
 - Ribbon, tabs, and tools
 - Creating and saving presentations
 - Slides: adding, deleting, duplicating
 - Understanding slide layouts
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2. Slide Design & Formatting

- Choosing themes & templates
 - Customizing slide backgrounds
 - Fonts, colors & text formatting
 - Using placeholders
 - Aligning and arranging elements
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3. Working With Images & Media

- Inserting pictures and shapes
- Using icons & illustrations
- Adding videos and audio
- Crop, resize, and format tools



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- Image effects & corrections
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4. SmartArt & Charts

- Creating SmartArt diagrams
 - Organization charts
 - Lists & process diagrams
 - Inserting charts (bar, line, pie, etc.)
 - Formatting and customizing graphs
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5. Tables & Graphics

- Creating tables
 - Table design and formatting
 - Using infographics
 - Using design ideas (AI Suggestions)
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6. Animations & Transitions

- Slide transitions
 - Object animations (entrance, emphasis, exit)
 - Animation pane
 - Motion paths
 - Timing & sequence settings
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7. Advanced Slide Design

- Slide master & layout master
- Custom templates



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- Consistent branding
 - Professional slide structure
 - Using grids & guides
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8. Creating Professional Presentations

- Corporate presentations
 - Marketing pitch decks
 - Business reports
 - Educational presentations
 - Portfolio presentations
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9. Slide Show & Presentation Skills

- Running a slideshow
 - Presenter view
 - Laser pointer & drawing tools
 - Tips for effective presentations
 - Exporting as PDF or video
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10. Collaboration & Security

- Sharing presentations
 - Co-authoring (Office 365)
 - Commenting & reviewing
 - Password protection
 - File compression & optimization
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◆ Tools You Will Use

- Microsoft PowerPoint (2016, 2019, 2021, Office 365)
 - Design Ideas tool (AI)
 - Icons library
 - Media tools
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◆ Projects You Will Build

- Modern company profile
 - Educational presentation
 - Marketing pitch deck
 - Event presentation
 - Animated infographic slides
 - Full final PowerPoint project
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◆ Course Duration

- 2 to 3 weeks (practice included)
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◆ Who Can Join

- Students
- Office workers
- Teachers
- Business owners
- Anyone who wants to create impressive presentations