**Microsoft PowerPoint**

**Course Overview**

The **Microsoft PowerPoint** course provides comprehensive training on one of the most widely used presentation software tools globally. PowerPoint enables users to create visually engaging presentations for business, education, and personal use through slides that combine text, images, multimedia, and animations.

This course is designed for beginners and intermediate users to master PowerPoint’s features, empowering them to design professional and impactful presentations.

**Course Objectives**

By the end of this course, learners will be able to:

* Understand the PowerPoint interface and basic features.
* Create, format, and organize slides effectively.
* Insert and manipulate text, images, shapes, charts, and multimedia.
* Apply themes, templates, and design principles.
* Use animations, transitions, and slide timings to enhance presentations.
* Collaborate on presentations and prepare them for delivery and sharing.
* Export presentations into various formats including PDFs and videos.

**Syllabus Breakdown**

**Module 1: Introduction to PowerPoint**

* Overview of PowerPoint and its uses
* Navigating the interface: Ribbon, Quick Access Toolbar, Slide Pane
* Creating, saving, and opening presentations
* Slide layouts and templates

**Module 2: Creating and Formatting Slides**

* Adding and deleting slides
* Working with text boxes and placeholders
* Formatting text: fonts, colors, sizes, and alignment
* Using bullets and numbering
* Applying and customizing themes and backgrounds

**Module 3: Working with Multimedia**

* Inserting images, shapes, icons, and SmartArt
* Adding charts and tables
* Embedding audio and video files
* Using screenshots and screen recordings

**Module 4: Enhancing Presentations**

* Slide transitions and animation effects
* Animation pane and customizing animation sequences
* Setting slide timings and rehearsing presentations
* Using slide master for consistent design

**Module 5: Collaboration and Review**

* Adding comments and notes
* Sharing presentations for review and feedback
* Tracking changes and version history
* Protecting presentations with passwords

**Module 6: Presentation Delivery**

* Using Presenter View and slide show controls
* Tips for effective presentation delivery
* Exporting presentations to PDF, video, and other formats
* Printing handouts and speaker notes

**Module 7: Advanced Features**

* Hyperlinks and action buttons
* Using Zoom for interactive presentations
* Creating custom slide shows
* Importing and exporting content from other Microsoft Office apps

**Career Opportunities**

Proficiency in Microsoft PowerPoint is essential for roles requiring effective communication and presentation skills. Key job profiles include:

* **Business Analyst**
* **Sales and Marketing Professional**
* **Project Manager**
* **Trainer and Educator**
* **Content Creator**
* **Corporate Communication Specialist**
* **Event Coordinator**

PowerPoint skills enhance one’s ability to influence, inform, and engage audiences across industries and professional settings.