Advance Microsoft PowerPoint and Using AI for presentation

Module 1: Working with Illustration

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Arranging Images
- Adding Shapes

Module 2: Working with Tables and Charts

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

Module 4: Finalizing Microsoft PowerPoint Presentations

- Accessing Different Views of a Presentation
- Adding Transitions to Slides
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation

Module 5: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint

Module 6: Customizing Presentations

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

Module 7: Presentation Masters

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Module 8: Working with Special Effects

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 9: Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Module 10: Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Module 11: Working with Special Effects

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 12: Setting Up the Slide Show

- Setting Up a Custom Show
- Creating a Hyperlink

- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide show
- Setting Up a Slide Show to Repeat Automatically

Module 13: Managing Multiple Presentations
- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Module 14: Using AI tool for Presentation
- AI tools used for presentation
- Advantages of using AI tool
- Choosing the Right AI Tool
- How to Enhance Delivery of presentation with AI