Complete Powerpoint

Duration : 16 Hours

Module 1: Introduction to PowerPoint (2 hours)

- Overview of PowerPoint

- The Ribbon, Quick Access Toolbar, and User Interface

- Creating a New Presentation

- Navigating Slides and Views

- Saving and Exporting Presentations

Module 2: Creating and Managing Slides (2 hours)

- Adding, Removing, and Reordering Slides

- Slide Layouts and Design

- Using Themes and Templates

- Managing Slide Masters

- Best Practices for Slide Organization

Module 3: Formatting Text and Objects (2 hours)

- Working with Text Boxes and Shapes

- Formatting Fonts and Paragraphs

- Adding Bullets and Numbering

- Using SmartArt for Visual Hierarchies

- Grouping and Aligning Objects

Module 4: Working with Images and Media (2 hours)

- Inserting and Formatting Images

- Adding Videos and Audio Files

- Adjusting Media Settings and Playback Options

- Optimizing Multimedia for Presentations

- Using Screenshot and Screen Recording

Module 5: Charts, Graphs, and Tables (2 hours)

- Creating and Customizing Charts

- Inserting and Formatting Tables

- Adding Data to Charts and Tables

- Linking Excel Data with PowerPoint

- Best Practices for Data Visualization

Module 6: Animations and Transitions (2 hours)

- Introduction to Animations

- Adding and Customizing Transitions

- Working with Animation Pane

- Advanced Animation Techniques (Triggers, Paths)

- Using Transitions for Professional Flow

Module 7: Collaborating and Sharing Presentations (2 hours)

- Sharing Presentations Online

- Using Comments and Reviewing Tools

- Co-authoring with Colleagues

- Integrating PowerPoint with Microsoft Teams

- Exporting Presentations as PDFs or Videos

Module 8: Finalizing and Delivering Presentations (2 hours)

- Proofing and Checking for Errors

- Slide Show Settings and Custom Slide Shows

- Presenter View and Notes

- Delivering Presentations with Confidence

- Using PowerPoint Remotely (via Mobile or Web)

Module 9: Advanced Techniques and Tips (2 hours)

- Custom Templates and Slide Masters

- Advanced Animations and Motion Paths

- PowerPoint Add-ins and Extensions

- Integrating AI Features in PowerPoint (e.g., Designer)

- Creating Interactive Presentations (e.g., hyperlinks, navigation)