

Advance Microsoft PowerPoint Using AI for Presentation

Course Duration: 16 Hours (2 Days)

Overview

The Intermediate and Advanced Microsoft Excel certifications validate a candidate's abilities to execute expert-level tasks using Excel software. It focuses on various aspects such as Data organization, Data analysis using formulas, data visualization, Pivot tables, and more. It's about navigating complex, multi-layered data in a practical, efficient manner. Many industries use it to test and confirm their potential employees' proficiency and to ensure efficient data handling in the future. Employers recognize this certification widely and it can significantly enhance one's career prospects in fields such as finance, business analysis, research, and project management. It verifies competency beyond the basic level, demonstrating ability to utilize complex functions within Excel.

Audience Profile

- Office Administrators managing large data sets
- Financial Analysts conducting complex data analysis
- Marketing and Sales Professionals tracking client data
- Students developing data management skills
- Researchers compiling and analyzing statistical data
- Coders and Programmers handling data management tasks
- Professionals seeking to enhance their data-related skills

Course Syllabus

Module 1: Working with Illustrations

- 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 (File Menu)

- Introduction to the Backstage View
- Opening a Presentation
- Creating New Presentations and Using 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
- Using 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 Headers and Footers to Notes and Handouts

Module 8: Working with Special Effects

- Animating Text and Objects

- Applying Motion Paths
- Using the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 9: Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing and Repositioning SmartArt Objects
- Formatting Text in SmartArt Objects
- Adding Shapes to SmartArt Objects
- Ungrouping SmartArt Objects

Module 10: Multimedia

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

Module 11: Working with Special Effects

- Animating Text and Objects
- Applying Motion Paths
- Using the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 12: Setting Up the Slide Show

- Setting Up a Custom Slide Show
- Creating Hyperlinks
- Adding Action Buttons
- 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 Simultaneously
- Tracking Changes in PowerPoint

Module 14: Using AI Tools for Presentations

- Overview of AI Tools for Presentations
- Advantages of Using AI Tools
- Choosing the Right AI Tool
- Enhancing Presentation Delivery with AI