

MS PowerPoint: SmartArt, Animations & AI Tools

Learn to build PowerPoint presentations using illustrations, tables, charts, SmartArt, animations, multimedia and AI tools.

2 Days

16 HOURS

13

MODULES

76

TOPICS

COURSE 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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- Insert and format images, icons, screenshots and shapes
- Create and format tables and charts from external sources
- Apply transitions, speaker notes and slide show settings
- Customise themes, backgrounds, footers and section layouts
- Configure slide masters, layouts and handout masters
- Build and modify SmartArt graphics within a slide
- Animate text, objects and charts using motion paths
- Evaluate AI tools for enhancing presentation delivery

13 Modules, 76 Topics

01

Working with Illustrations

TOPICS

- 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

02

Working with Tables and Charts

TOPICS

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

04

Finalizing Microsoft PowerPoint Presentations

TOPICS

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

05

The Backstage View (File Menu)

TOPICS

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

06

Customizing Presentations

TOPICS

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

07

Presentation Masters

TOPICS

- 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

08

Working with Special Effects

TOPICS

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

09

Using SmartArt

TOPICS

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

10

Multimedia

TOPICS

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

11

Working with Special Effects

TOPICS

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

12

Setting Up the Slide Show

TOPICS

- 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

13

Managing Multiple Presentations

TOPICS

Merging Multiple Presentations · Reusing Slides from Other Presentations · Viewing Multiple Presentations Simultaneously · Tracking Changes in PowerPoint

14

Using AI Tools for Presentations

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

[Classroom Training](#)[Live Online Classes \(ILO\)](#)[Fly-Me-A-Trainer \(FMAT\)](#)[Flexi \(Self-Paced\)](#)[1-on-1 Training](#)

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