

KOENIG SOLUTIONS • COURSE OUTLINE

PowerPoint: Infographics, Animations & AI Designer

Learn to design polished PowerPoint presentations with infographics, animations, multimedia and AI-powered tools such as Designer.

3 Days

DURATION

16

MODULES

30

TOPICS

2

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers PowerPoint fundamentals, including slide design, formatting, basic transitions and animations, and sharing presentations. It then moves into intermediate skills such as SmartArt, infographics, tables, charts, advanced animations, multimedia, collaborative features and AI-based design recommendations. Later sessions cover advanced infographics creation, master slides and templates, interactive non-linear presentations, AI-powered slide and content generation, and final review and delivery techniques, concluding with a workshop applying these skills to build a professional presentation.

WHO THIS COURSE IS FOR

Presentation Designers

Business Professionals

Marketing Professionals

Administrative Staff

Trainers And Educators

LEARNING OBJECTIVES

- Explain what makes a presentation professional and well structured
- Apply formatting to slide backgrounds, fonts, colors and themes
- Create transitions and layered animations using the Animation Pane
- Design infographics using SmartArt, shapes, icons and layouts
- Insert and customize tables, charts and graphs for data
- Embed multimedia and configure collaborative review features
- Apply AI tools such as Designer for layout and content suggestions
- Build master slides, templates and interactive non-linear presentations

16 Modules, 30 Topics

DAY 1 PowerPoint Basics and Fundamentals

01

Introduction to PowerPoint and Professional Presentation Essentials

TOPICS

- What makes a presentation professional?
- Understanding slide design, layout, and structure

02

Creating Your First Presentation

TOPICS

- Opening PowerPoint, navigating the interface, and creating a new presentation
- Adding and formatting text, images, and shapes

03

Basic Formatting and Design

TOPICS

Slide backgrounds, themes, and templates · Working with fonts, colors, and alignment

04

Basic Slide Transitions and Animations

TOPICS

- Understanding transitions and when to use them
- Simple animations for text and images

05

Saving and Sharing Presentations

TOPICS

- Exporting, sharing, and different file formats

01

Designing Visuals for Impact

TOPICS

- Using SmartArt and shapes for data visualization
- **Basic infographics:** design elements, icons, and layouts

02

Tables, Charts, and Graphs

TOPICS

- Inserting and formatting tables and charts
- Creating and customizing graphs for data representation

03

Advanced Transitions and Animations

TOPICS

Applying layered animations and effects · Using the Animation Pane for precise control

04

Working with Multimedia

TOPICS

- Embedding videos, audio, and hyperlinks
- Managing multimedia for seamless presentations

05

Collaborative Features in PowerPoint

TOPICS

- Co-authoring, comments, and using the Review Pane

06

Using AI for Enhanced Presentations

TOPICS

- Introduction to PowerPoint Designer and AI-based recommendations
- Tips for enhancing layouts and visual appeal with AI

DAY 3

Advanced PowerPoint Skills and AI for Infographics

01

Advanced Infographics Creation

TOPICS

- Designing data-driven infographics from scratch
- Using AI to create customized infographics

02

Master Slides and Templates

TOPICS

- Setting up master slides for consistent design
- Creating and managing custom templates

03

Interactive and Non-linear Presentations

TOPICS

- Adding hyperlinks, buttons, and interactive navigation
- Designing non-linear presentations for specific audiences

04

AI-Powered PowerPoint Features

TOPICS

- Using AI tools to generate slides and content
- Leveraging AI for theme suggestions and visual enhancement

05

Final Presentation Touches

TOPICS

- Reviewing, polishing, and preparing for delivery
- Tips for practicing and presenting confidently

Workshop: Creating a Professional Presentation with Infographics and 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

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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