KOENIG SOLUTIONS · COURSE OUTLINE

PowerPoint: Animations, SmartArt & Slide Masters

Learn to customize PowerPoint presentations with masters, animations, SmartArt, multimedia and slide shows.

10	11	2
MODULES	TOPICS	HANDS-ON EXERCISES

COURSE OVERVIEW

This course covers customizing presentations with backgrounds and themes, working with presentation masters, and applying special effects such as text and chart animations, animation timing, and the Animation Painter. It also covers building SmartArt graphics, adding multimedia, and setting up slide shows. Further modules address working with outlines and slides, exporting notes and outlines to Word, managing multiple presentations, and using new features including comments, motion paths, the eyedropper tool, and cloud-based AI capabilities.

WHO THIS COURSE IS FOR

- **Presentation Designers**
- **Business Professionals**
- **Administrative Staff**
- **Trainers**
- **Marketing Professionals**

LEARNING OBJECTIVES

- Customize presentations with backgrounds and themes
- Configure presentation masters
- Animate text, objects and charts
- Apply the Animation Painter and set animation timing
- Build SmartArt graphics
- Add multimedia elements to slides
- Set up and run slide shows
- Export outlines and handouts to Word

COURSE SYLLABUS

10 Modules, 11 Topics

01

Customizing Presentations

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

02

Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint

03

Working with Special Effects

TOPICS

Animating Text and Objects · Working with the Animation Painter · Setting Animation Timing · Animating a Chart

04

Using SmartArt

This module explains how to work with SmartArt in Microsoft PowerPoint

05

Multimedia

This module explains how to work with multimedia features in Microsoft PowerPoint

06

Setting Up the Slide Show

This module explains how to work with slide shows in Microsoft PowerPoint

07

Outlines and Slides

This module explains how to work with outlines and slides in Microsoft PowerPoint

TOPICS

Exporting Notes and Handouts to Word · Exporting an Outline to Word · Saving a Presentation as an Outline

EXERCISE

- Exporting an Outline to Word

08

Managing Multiple Presentations

09

New Features

This module explains how to use PowerPoint comments, motion paths, and the eye dropper.

TOPICS

Using Comments · Motion Path Changes · Creating Custom Color with the Eyedropper

EXERCISE

- Using the Comments Feature

10

Cloud

This module explains how to use the cloud in PowerPoint.

TOPICS

AI in PowerPoint

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.

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