KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Office Specialist: PowerPoint Associate (PowerPoint and PowerPoint 2019)

Learn to build, format and deliver PowerPoint presentations, from slide design and multimedia to animations and slide show delivery.

3 Days	12	36
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers the PowerPoint interface and building presentations by working with slides, text formatting, and objects such as images and shapes. It then addresses multimedia, transitions and animation effects, charts and graphs, and collaborating on and sharing presentations. Later sections cover customizing and delivering slide shows, using presenter tools, and advanced features such as SmartArt, custom themes, and action buttons, finishing with design best practices and finalizing presentations for printing.

WHO THIS COURSE IS FOR

- **Office Professionals**
- **Administrative Assistants**
- **Presentation Designers**
- **Business Analysts**
- **Trainers And Educators**

LEARNING OBJECTIVES

- Navigate the PowerPoint interface and create presentations
- Add and manage slides using layouts and slide masters
- Format text, bullet points, and paragraph alignment
- Insert and arrange objects such as images, shapes, and icons
- Insert audio, video, and animated media elements
- Apply slide transitions and custom animation effects
- Insert and format charts and graphs
- Configure and deliver custom slide shows using presenter tools

COURSE SYLLABUS

12 Modules, 36 Topics

DAY 1

Introduction to Microsoft PowerPoint

TOPICS

Understanding the PowerPoint interface · Navigating through PowerPoint slides · Creating a new presentation

Working with Slides

TOPICS

Adding, duplicating, and deleting slides · Applying slide layouts · Managing slide master and layouts

Formatting Text and Paragraphs

TOPICS

Applying fonts and font styles · Adjusting text alignment and indentation · Using bullet points and numbering

Working with Objects

TOPICS

- Inserting and manipulating images, shapes, and icons
- Arranging and aligning objects on slides
- Applying object styles and effects

DAY 2

05

Managing Multimedia

TOPICS

Inserting and editing audio and video files · Setting up media playback options · Adding animations to media elements

Enhancing Presentations

TOPICS

- Utilizing slide transitions
- Applying animation effects to objects and text
- Creating custom animations

Working with Charts and Graphs

TOPICS

Inserting charts and graphs in presentations · Formatting chart elements · Editing and updating chart data

Collaborating and Sharing

TOPICS

- Reviewing and commenting on presentations
- Collaborating with others in real-time
- Saving and sharing presentations in different formats

DAY 3

09

Customizing Slide Shows

TOPICS

- Setting up slide show options
- Creating custom slide show sequences
- Running and navigating slide shows effectively

Mastering Slide Show Delivery

TOPICS

Using presenter view and presenter tools · Rehearsing timings and narrations · Tips for delivering engaging presentations

Advanced Presentation Features

TOPICS

Working with SmartArt graphics · Creating and using custom themes · Using action buttons and hyperlinks

Tips for Professional Presentations

TOPICS

Design best practices · Managing multimedia file sizes · Finalizing and printing presentations

NOTES

- The source document lists a trailing line 'Microsoft Copilot for PowerPoint' after Day 3 content with no further detail or bullets; retained here as it could not be placed into the outline.

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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