

KOENIG SOLUTIONS • COURSE OUTLINE

Complete PowerPoint Course

Learn to create and format PowerPoint presentations, from slide layouts and images to tables, masters, animation and SmartArt.

1 Day

12 HOURS

8

MODULES

60

TOPICS

61

HANDS-ON LABS

COURSE OVERVIEW

The “Complete PowerPoint Course” is a comprehensive training program designed to equip learners with the skills to create professional and compelling presentations using Microsoft PowerPoint. Throughout the course, students will learn a variety of techniques ranging from basic to advanced, ensuring they can effectively communicate their ideas and data visually. Module 1 lays the foundation by introducing PowerPoint’s interface and fundamental presentation creation skills, including starting the application, the Normal view, saving documents, and managing files. Module 2 dives into formatting presentations, where learners will enhance slides with different layouts, text, and lists. Module 3 focuses on working with images, teaching how to add, edit, and arrange visual content. Module 4 covers the insertion and formatting of tables and charts, essential for data representation. Module 5 delves into the customization of presentation templates and masters. Module 6 introduces special effects such as animation, to bring presentations to life. Finally, Module 7 explores SmartArt graphics, a tool for creating complex diagrams with ease. This course is ideal for anyone looking to master PowerPoint, from students to professionals, ensuring they can create impactful presentations that convey their messages clearly and effectively.

Who Should Attend

The Complete PowerPoint Course equips participants with essential skills to create engaging presentations for diverse professional settings.

Corporate Professionals looking to improve presentation skills

Sales and Marketing Executives who present products or business strategies

Administrative Staff tasked with organizing and summarizing information in presentations

Educators and Academic Professionals who utilize presentations for teaching or conferences

Entrepreneurs who need to pitch ideas to investors or customers

Students preparing for academic or job market presentations

Consultants who regularly communicate findings and recommendations

Event Coordinators needing to create visual materials for events

Human Resource Professionals for training and development sessions

Non-Profit Organizations staff to present reports and proposals to stakeholders

Research Scientists and Analysts needing to present data and research findings

Graphic Designers looking to expand their skillset in presentation design

Project Managers who report on project status and timelines

IT Professionals who must explain complex technical information simply

Public Speakers and Trainers enhancing their visual communication tools

LEARNING OBJECTIVES

- Create and save presentations using the PowerPoint interface
- Navigate the Backstage view to manage files and templates
- Format slides with layouts, text, lists and WordArt
- Add and arrange images, shapes and digital ink on slides
- Insert and format tables and charts
- Customise slide masters, layouts and handout masters
- Apply animation effects and set animation timing
- Insert and modify SmartArt graphics

8 Modules, 60 Topics

01

6 Labs

Creating a PowerPoint Presentation

This module explains how to create a presentation in Microsoft PowerPoint.

TOPICS

Starting Microsoft PowerPoint · Normal View · Creating a Presentation · Saving a Document · Importing a File · The Status Bar · Closing a Presentation

04

8 Labs

The Backstage View (The File Menu)

This module explains how to work with the Backstage View in Microsoft PowerPoint.

TOPICS

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

02

9 Labs

Formatting Microsoft PowerPoint Presentations

This module explains how to format Microsoft PowerPoint presentations.

TOPICS

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentation
- Arranging Slides

03**9 Labs**

Working with Images

This module explains how to work with images in Microsoft PowerPoint.

TOPICS

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Adding Shapes
- Using Digital Ink

04**8 Labs**

Working with Tables and Charts

This module explains how to work with tables and charts in Microsoft PowerPoint.

TOPICS

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

05**10 Labs**

Presentation Masters

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

TOPICS

- Working with the Slide Master
- 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 a Header and Footer to Notes and Handouts

06**4 Labs**

Working with Special Effects

This module explains how to work with special effects in Microsoft PowerPoint.

TOPICS

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

Using SmartArt

This module explains how to use SmartArt in Microsoft PowerPoint.

TOPICS

Inserting SmartArt Graphics · Modifying SmartArt Graphics · Resizing/Repositioning a SmartArt Object · Formatting Text in a SmartArt Object · Adding Shapes to a SmartArt Object · Ungrouping SmartArt Objects

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	Creating a PowerPoint Presentation	■ Creating a Microsoft PowerPoint Presentation: Start Microsoft PowerPoint ■ Learn about Normal view ■ Create a PowerPoint presentation ■ Save a PowerPoint presentation ■ Import a file into PowerPoint ■ Learn about the Status Bar. Close a PowerPoint presentation
04	The Backstage View (The File Menu)	■ Backstage View Exercises: Opening a Presentation ■ Creating an Agenda Using a Template ■ Use the Backstage view ■ Open a Microsoft PowerPoint presentation ■ Start a new Microsoft PowerPoint presentation ■ Use Microsoft PowerPoint templates ■ Modify presentation properties ■ Personalize your copy of Microsoft PowerPoint
02	Formatting Microsoft PowerPoint Presentations	■ Formatting Text: Select a slide layout ■ Add text to a slide ■ Import content from a text file outline ■ Edit text ■ Format text ■ Format text placeholders ■ Apply styles to slides ■ Add slides to a presentation ■ Delete slides from a presentation. Learn to arrange slides.

#	MODULE	ACTIVITY
03	Working with Images	■ Working with Images and Shapes: Add images to a presentation ■ Insert a picture ■ Insert clip art ■ Insert a screenshot ■ Edit an image ■ Rotate and resize an image ■ Group and ungroup images ■ Arrange images ■ Add shapes
04	Working with Tables and Charts	■ Working with Tables and Charts Exercises: Working with a Table ■ Working with Charts ■ Insert a table in a slide ■ Format a table ■ Copy a table from other Microsoft Office applications into PowerPoint ■ Insert a chart in a slide ■ Format a chart ■ Copy a chart from other Microsoft Office applications into PowerPoint
05	Presentation Masters	■ Using the Slide Master: Work with the slide master ■ Work with layouts ■ Format slide masters and slide layouts ■ Add a watermark ■ Add slide numbers ■ Insert a new slide master ■ Preserve a slide master ■ Modify the notes master ■ Modify the handout master ■ Add a header and footer to notes and handouts
06	Working with Special Effects	■ Applying Special Effects to a Presentation: Animate text and objects ■ Work with the Animation Painter ■ Set animation timing ■ Animate a chart
07	Using SmartArt	■ Working with SmartArt: Insert SmartArt graphics into your presentations ■ Modify SmartArt graphics ■ Resize and reposition SmartArt graphics ■ Add text to a SmartArt object ■ Format text within a SmartArt object ■ Add shapes to a SmartArt graphic ■ Ungroup SmartArt objects

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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