

KOENIG SOLUTIONS · COURSE OUTLINE

Advanced PowerPoint Techniques

Learn to build, format and deliver PowerPoint presentations, from slide design and multimedia to animations, collaboration and advanced techniques.

16 Hours

DURATION

9

MODULES

45

TOPICS

COURSE OVERVIEW

This course covers the PowerPoint interface, slide creation and management, including themes, templates and slide masters. It addresses formatting text and objects, working with images, audio and video, and building charts, tables and data visualizations linked to Excel. It then covers animations and transitions, collaboration and sharing tools including Microsoft Teams integration, and finalizing and delivering presentations using presenter view and slide show settings. The final module addresses advanced techniques such as custom templates, add-ins, AI features, and interactive navigation.

WHO THIS COURSE IS FOR

Business Professionals

Administrative Staff

Trainers

Marketing Professionals

Project Managers

LEARNING OBJECTIVES

- Navigate the PowerPoint interface and create new presentations
- Organise slides using layouts, themes and slide masters
- Format text, shapes and objects using SmartArt and alignment tools
- Insert and adjust images, videos and audio for presentations
- Build charts, tables and link Excel data for visualization
- Apply animations, transitions and animation triggers to slides
- Share and co-author presentations using comments and Microsoft Teams
- Deliver presentations using presenter view and custom slide shows

9 Modules, 45 Topics

01

2 hours

Introduction to PowerPoint

TOPICS

- Overview of PowerPoint
- The Ribbon, Quick Access Toolbar, and User Interface
- Creating a New Presentation
- Navigating Slides and Views
- Saving and Exporting Presentations

02

2 hours

Creating and Managing Slides

TOPICS

Adding, Removing, and Reordering Slides · Slide Layouts and Design · Using Themes and Templates · Managing Slide Masters · Best Practices for Slide Organization

03

2 hours

Formatting Text and Objects

TOPICS

Working with Text Boxes and Shapes · Formatting Fonts and Paragraphs · Adding Bullets and Numbering · Using SmartArt for Visual Hierarchies · Grouping and Aligning Objects

04

2 hours

Working with Images and Media

TOPICS

Inserting and Formatting Images · Adding Videos and Audio Files · Adjusting Media Settings and Playback Options · Optimizing Multimedia for Presentations · Using Screenshot and Screen Recording

05

2 hours

Charts, Graphs, and Tables

TOPICS

Creating and Customizing Charts · Inserting and Formatting Tables · Adding Data to Charts and Tables · Linking Excel Data with PowerPoint · Best Practices for Data Visualization

06

2 hours

Animations and Transitions

TOPICS

- Introduction to Animations
- Adding and Customizing Transitions
- Working with Animation Pane
- Advanced Animation Techniques (Triggers, Paths)
- Using Transitions for Professional Flow

07**2 hours**

Collaborating and Sharing Presentations

TOPICS

Sharing Presentations Online · Using Comments and Reviewing Tools · Co-authoring with Colleagues · Integrating PowerPoint with Microsoft Teams · Exporting Presentations as PDFs or Videos

08**2 hours**

Finalizing and Delivering Presentations

TOPICS

Proofing and Checking for Errors · Slide Show Settings and Custom Slide Shows · Presenter View and Notes · Delivering Presentations with Confidence · Using PowerPoint Remotely (via Mobile or Web)

09**2 hours**

Advanced Techniques and Tips

TOPICS

- Custom Templates and Slide Masters
- Advanced Animations and Motion Paths
- PowerPoint Add-ins and Extensions
- Integrating AI Features in PowerPoint (e.g., Designer)
- Creating Interactive Presentations (e.g., hyperlinks, navigation)

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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