

## Course Overview

The purpose of the Intermediate Microsoft PowerPoint training is to provide participants with the knowledge and skills to take their presentation creation to the next level. This course aims to bridge the gap between basic and advanced PowerPoint usage, enabling individuals to design and deliver visually engaging and interactive presentations with confidence. Participants will learn intermediate-level features and best practices to make their presentations more impactful and professional.

## Audience Profile

This intermediate-level course is ideal for: Business Professionals looking to improve their presentation skills. Marketing and Sales Teams wanting to create more compelling pitches. Educators and Trainers who need to engage learners with visually appealing content. Project Managers and Team Leads creating project reports and status updates

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Review of PowerPoint Basics

- A Brief Review of Basic PowerPoint Features
- Navigating the PowerPoint Interface
- Creating and Saving Presentations
- Basic Text Formatting and Slide Layouts

### Lesson 2: Advanced Slide Design

- Custom Slide master's and Layouts
- Theme Customization
- Advanced Fonts and Colour Schemes
- SmartArt Graphics and Multimedia Integration

### Lesson 3: Content Creation and Management

- Advanced Text Formatting and Styling
- Effective Use of Bulleted and Numbered Lists
- Inserting and Formatting Images and Shapes
- Slide Transitions and Animation

### Lesson 4: Data Visualization

- Creating and Customizing Charts
- Incorporating Data Tables and Graphs
- Interactive Diagrams and Flowcharts
- Best Practices for Visual Data Presentation

### Lesson 5: Multimedia Integration

- Inserting and Editing Audio and Video
- Effective Use of Multimedia in Presentations
- Managing Multimedia Playback and Controls
- Narration and Slide Timings

### Lesson 6: Interactivity and Navigation

- Hyperlinks and Action Buttons
- Customizing Slide Shows
- Creating Interactive Menus
- Presenter View and Annotations

### Lesson 7: Collaboration and Sharing

- Sharing Presentations for Review
- Collaborative Features with SharePoint
- Version Control and Co-Authoring
- Exporting and Printing Options

### Lesson 8: Advanced Tips and Tricks

- Keyboard Shortcuts for Efficiency
- Customizing PowerPoint Options
- Troubleshooting and Error Handling
- Presentation Tips for Success

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer

