

Beginner To Advanced PowerPoint

Syllabus

Microsoft PowerPoint is an important tool in the corporate world. You may use it to create, modify, view, present, and share slideshows. Microsoft PowerPoint is powerful software that allows you to create captivating slide presentations that can easily be shared on the web. If you want to present any information creatively and professionally, Microsoft PowerPoint is the perfect tool.

The aims and objectives of this qualification are to enable participants to:

- Know how to use the diverse Plug-ins of PowerPoint
- Adopt skills as to utilize PowerPoint Animations efficiently
- Learn how to Customize the built ins features to suit your own need
- Learn how to extend the usage of PowerPoint beyond presentation and pitching
- Know how to create a story-line through content placement and visual aids
- Grow the confidence as to pitch in a perfect manner.

Modules		Takeaways	Key Exercise/Quiz
Module 1	Exploring PowerPoint	<ul style="list-style-type: none"> • Understanding the application of PowerPoint Presentation • Exploring Menu Bar, Home Menu, Insert Menu, Design Menu and Tools • Guideline for Message Writing and Information Formulation • Initials to make Power Point Presentation • Using Built in Power Point template • Exploring Layout and Selecting desired one • Inserting Shape, Align Shapes, Picture, Audio and Video 	TBA
Module 2	Dissection of PowerPoint	<ul style="list-style-type: none"> • Knowing the hidden plug-Ins • Iconography in PowerPoint 	TBA
Module 3	Think Like a Designer	<ul style="list-style-type: none"> • Typography-Using the Right Fonts • Color theories • Innovate in Backgrounds • Theme selection 	TBA
Module 4	Content & Data Visualization	<ul style="list-style-type: none"> • Core concepts on data visuals • Content Mapping Insights • Crunched number, clear visual • Orientation with Tools and techniques 	TBA
Module 5	Adding Animation, Effects and Transitions	<ul style="list-style-type: none"> • Putting Slide Transaction • Putting and Customized Animation • Adding Effects, Adding Small Clips, Video • Formatting Text 	TBA
Module 6	Slide Development: Hyper Link, Other Links	<ul style="list-style-type: none"> • Link Slides with other • Hyperlinks, Finalization • Slide Show and Editing 	TBA