

MS-PowerPoint

Course Objective

Build strong presentation skills using MS-PowerPoint to design clear, professional, and visually impactful presentations for meetings, training sessions, marketing pitches, reports, and business communication.

TARGET AUDIENCE Beginners / Working Professionals, Marketing & Sales Teams / College & Business School Students / Entrepreneurs	DURATION Weekdays: 12 Days x 1 hour Weekend: 5-6 Days x 2 hours
TRAINING MODE <ul style="list-style-type: none"> • Online • Classroom • Corporate - Inhouse 	PREREQUISITE Basic computer knowledge.
COURSE DELIVERABLES <ul style="list-style-type: none"> • Real-world examples • Professional slide templates links • Certificate of completion • Post-training support 	OUTCOME / SKILLS GAINED <ul style="list-style-type: none"> • Professional presentation design • Clear visual communication • Confident slide delivery • Faster & smarter MS-PowerPoint usage

MODULE 1: INTRODUCTION TO MS-POWERPOINT

<ul style="list-style-type: none"> • What is MS-PowerPoint & where it is used • MS-PowerPoint interface overview <ul style="list-style-type: none"> ○ Ribbon, Tabs, Slides Pane ○ Notes Pane & Status Bar 	<ul style="list-style-type: none"> • Slide Layouts • Placeholders • Types of presentations (business, training, marketing, etc.)
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MODULE 2: WORKING WITH SLIDES & CONTENT

<ul style="list-style-type: none"> • Adding, duplicating, hiding & deleting slides • Difference between placeholder & textbox • Bullet points & numbering best practices 	<ul style="list-style-type: none"> • Slide organization & slide sorter view • Using Notes for presenters • Change slide layout
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MODULE 3: FORMATTING TEXT & SHAPES

<ul style="list-style-type: none"> • Font formatting & alignment • Line spacing & indentation • Working with shapes 	<ul style="list-style-type: none"> • Shape formatting options • Using icons & SmartArt • Grouping, aligning & distributing objects
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MODULE 4: IMAGES, MEDIA & VISUAL ELEMENTS

<ul style="list-style-type: none"> • Inserting & formatting images • Picture styles & corrections • Background removal (intro) 	<ul style="list-style-type: none"> • Inserting audio & video • Options for audio & video • Compressing media for file size optimization
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MODULE 5: SLIDE DESIGN PRINCIPLES

<ul style="list-style-type: none"> • Presentation design basics • Color theory & font selection • Consistency using themes 	<ul style="list-style-type: none"> • Slide balance & white space • Difference between theme and layout • Do's & Don't of professional slide design
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MODULE 6: WORKING WITH THEMES & SLIDE MASTER

<ul style="list-style-type: none"> • Applying and customizing themes • Understanding Slide Master • Creating custom slide layouts 	<ul style="list-style-type: none"> • Branding presentations using Slide Master • Header, footers & page numbers • Common mistakes while preparing slides
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MODULE 7: CHARTS, TABLES & DATA VISUALIZATION

<ul style="list-style-type: none"> • Inserting & editing tables • Creating charts using MS-PPT & MS-Excel Data 	<ul style="list-style-type: none"> • Chart types & when to use them • Linking MS-Excel data to MS-PowerPoint chart
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MODULE 8: SMARTART, DIAGRAMS & INFOGRAPHIC

<ul style="list-style-type: none"> • Using SmartArt graphics • Process, hierarchy & relationship diagrams • Converting text to SmartArt 	<ul style="list-style-type: none"> • Converting SmartArt to text • Infographics introductions • Using infographics in MS-PowerPoint
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MODULE 9: ANIMATIONS & TRANSITIONS

<ul style="list-style-type: none"> • Side transition & effects • Object animations • Animation Pane 	<ul style="list-style-type: none"> • Difference between animation & transitions • Timing & sequence animations • Best practices (avoid overuse)
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MODULE 10: HYPERLINKS, ACTION & INTERACTIVITY

<ul style="list-style-type: none"> • Hyperlinking slides, files & websites • Action buttons 	<ul style="list-style-type: none"> • Creating interactive presentation • Navigation for training presentations
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MODULE 11: PRESENTATION DELIVERY & PRESENTER TOOL

<ul style="list-style-type: none"> • Slide Show settings • Presenter View • Using notes while presenting 	<ul style="list-style-type: none"> • Common mistakes while presenting • Tips for confident presentation • Handling Q&A sessions
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MODULE 12: HYPERLINKS, ACTION & INTERACTIVITY

<ul style="list-style-type: none"> • Comments & collaboration • Version control basics 	<ul style="list-style-type: none"> • Protecting presentation • Sharing presentation safely
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MODULE 13: EXPORTING, PRINTING & SHARING

<ul style="list-style-type: none"> • Printing handouts & notes pages • Exporting to PDF & Video 	<ul style="list-style-type: none"> • Optimizing slides for email & WhatsApp • Cloud sharing options
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MODULE 14: REAL-LIFE BUSINESS & PROFESSIONAL USE CASES

<ul style="list-style-type: none"> • Corporate meeting presentations • Sales & marketing pitch decks • Training & academic presentations 	<ul style="list-style-type: none"> • Management & review decks • Project & proposal decks • Difference between presentation & deck
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MODULE 15: CONSOLIDATION, BEST PRACTICES & INTERVIEW PREP.

<ul style="list-style-type: none"> • Revision of key concepts • Common MS-PowerPoint interview questions • Design improvement tips 	<ul style="list-style-type: none"> • Productivity shortcuts • Using existing templates • Q&A session
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Why Choose Us?	Few Corporate Client References
<ul style="list-style-type: none"> ✓ Trusted by 10,000+ learners – PAN India, USA, Europe, UAE ✓ Practical, job-oriented training ✓ Real-world office & business examples ✓ Experienced trainer with industry exposure ✓ Small batches & personalized attention ✓ Post-training support 	<ul style="list-style-type: none"> • Bharat Forge Limited • KSB Tech Pvt. Ltd. • International School of Management & Research (ISMR) • MSINDIA Health Insurance TPA Pvt. Ltd. • HUSCO Hydraulics Pvt. Ltd. • Francois Compressors India Pvt. Ltd. • NORD Drivesystems Pvt. Ltd. • Equilibrium Solutions Pvt. Ltd. • ITESKUL • Green Packaging Industries Pvt. Ltd. • Flexibility HR Solutions Pvt. Ltd. • Astro MedTech Pvt. Ltd. • Indus Towers Limited • BDG Metals & Power Limited • MTech Innovations Limited • NSDM India
FAQ	
<p>If I miss any session?</p> <p>No worries. We track the progress of every participant. Missed session can be covered later through a backup session or by joining another batch free of cost.</p> <p>Do I get course material?</p> <p>Yes, participants receive course material in PDF format along with practice data sheets.</p> <p>Is course fee refundable?</p> <p>Yes. The first session is treated as a demo and is eligible for a 100% refund with no questions asked. After the first session, fees are non-refundable under any circumstances.</p>	<p>visit our website for more details</p>

Queries / enrollment / customization, please contact:

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