

# 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.

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

## MODULE 1: INTRODUCTION TO MS-POWERPOINT

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

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

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

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

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

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

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

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

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

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

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

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| <ul style="list-style-type: none"> <li>Comments &amp; collaboration</li> <li>Version control basics</li> </ul> | <ul style="list-style-type: none"> <li>Protecting presentation</li> <li>Sharing presentation safely</li> </ul> |
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## MODULE 13: EXPORTING, PRINTING & SHARING

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

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

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| <ul style="list-style-type: none"> <li>Revision of key concepts</li> <li>Common MS-PowerPoint interview questions</li> <li>Design improvement tips</li> </ul> | <ul style="list-style-type: none"> <li>Productivity shortcuts</li> <li>Using existing templates</li> <li>Q&amp;A session</li> </ul> |
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Why Choose Us?	Few Corporate Client References
<ul style="list-style-type: none"> <li>✓ Trusted by 10,000+ learners – PAN India, USA, Europe, UAE</li> <li>✓ Practical, job-oriented training</li> <li>✓ Real-world office &amp; business examples</li> <li>✓ Experienced trainer with industry exposure</li> <li>✓ Small batches &amp; personalized attention</li> <li>✓ Post-training support</li> </ul>	<ul style="list-style-type: none"> <li>Bharat Forge Limited</li> <li>KSB Tech Pvt. Ltd.</li> <li>International School of Management &amp; Research (ISMR)</li> <li>MSINDIA Health Insurance TPA Pvt. Ltd.</li> <li>HUSCO Hydraulics Pvt. Ltd.</li> <li>Francois Compressors India Pvt. Ltd.</li> <li>NORD Drivesystems Pvt. Ltd.</li> <li>Equilibrium Solutions Pvt. Ltd.</li> <li>ITESKUL</li> <li>Green Packaging Industries Pvt. Ltd.</li> <li>Flexibility HR Solutions Pvt. Ltd.</li> <li>Astro MedTech Pvt. Ltd.</li> <li>Indus Towers Limited</li> <li>BDG Metals &amp; Power Limited</li> <li>MTech Innovations Limited</li> <li>NSDM India</li> </ul>
<b>FAQ</b> <p><b>If I miss any session?</b> 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><b>Do I get course material?</b> Yes, participants receive course material in PDF format along with practice data sheets.</p> <p><b>Is course fee refundable?</b> 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>	<a href="#">visit our website for more details</a>

### Queries / enrollment / customization, please contact:

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