I & M
TECHNOLOGY CONSULTING

PowerPoint Training

Any professional wishing to go beyond the basics of Powerpoint

Target Audience

Any professional wishing to go beyond the basics of Powerpoint

Prerequisites

- Basic knowledge of Powerpoint recommended
- No mandatory technical prerequisites

Objectives

- Create a structured, clear, and visually coherent presentation
- Integrate tables, charts, images, and SmartArt
- Use slide masters and themes for consistent formatting
- Animate, present, and share presentations professionally
- Export to the web, create a video, co-edit online, and integrate macros

Duration

9 days – 59 hours

Teaching Methods

- Alternating practical exercises and theoretical input
- Training led by an expert instructor
- Digital materials provided

Assessment

- Evaluation at the beginning and end of the training
- Preparation for Powerpoint certification (optional)
- Certificate of completion

Program

1. Building strong presentations from the first slides
- Getting familiar with the PowerPoint interface
- Creating and formatting slides
- Logical content organization

2. Design customization and style harmonization
- Using themes, styles, and slide masters
- Adding backgrounds, logos, headers/footers
- Standardizing fonts and colors

3. Adding dynamic and visual content
- Charts, tables, photos, videos, WordArt
- SmartArt, Excel elements, animations

4. Energizing, animating, and presenting effectively
- Transitions, animations, entrance effects
- Presenter mode usage
- Room setup and managing printed materials