



<b>Training Course</b>	<b>MS PowerPoint Intermediate and Advanced</b>
<b>Course Language</b>	<b>English</b>
<b>Course Duration</b>	<b>Total Number of hours 21 Hours</b>
<b>Course Objectives</b>	For participants who have a basic knowledge of MS – PowerPoint , this course will provide a deep understanding of the most common intermediate and advanced features of PowerPoint. This course is perfect for professionals in advanced accounting, financing, management and other data-intensive activities to prepare effective presentation to present their results.
<b>Course Content</b>	<p>This course sets out advanced and intermediate skills that can be used to Improve productivity using a presentation application.</p> <p><b>Presentation planning</b> :- Audience and environment, Design, content and layout</p> <p><b>Slide masters and templates</b> :- Slide masters , Templates.</p> <p><b>Graphical objects</b>:- Formatting drawn objects, Formatting pictures, images , Handling graphical objects</p> <p><b>Charts and diagrams</b>:- Using charts , Using diagrams</p> <p><b>Multimedia</b>:- Audio, video , Animation ,Spelling , thesaurus</p> <p><b>Enhancing productivity</b>:- Linking, embedding, Importing, exporting, securing</p> <p><b>Managing presentations</b>:-Custom shows, Slide show settings, Slide show delivery.</p>



<b>Learning Outcomes</b>	<p>At the end of the program the trainees will be able to:</p> <ul style="list-style-type: none"><li>• Understand and adapt to the demographics of the audience.</li><li>• Recognize the importance of graphical elements and when to use them.</li><li>• Identify where and how multimedia elements can enhance a presentation.</li><li>• Apply settings to improve the attractiveness and delivery of presentations</li><li>• Understand technical considerations such as equipment, lighting, and accessibility.</li></ul>
<b>Target Audience</b>	<ul style="list-style-type: none"><li>• Any person having basic knowledge of MS-PowerPoint.</li><li>• This course is perfect for professionals who want to make their tasks efficient with the use of PowerPoint to feel confident creating advanced presentations from scratch</li></ul>
<b>Course Material /Technology used/ Details Relevant to the course.</b>	<ul style="list-style-type: none"><li>• Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions</li><li>• Attendants will also get the example files used during the course.</li><li>• All sessions will be accompanied by practical exercises on Ms-PowerPoint 2016 or higher.</li></ul>