COURSE SYLLABUS

PowerPoint Specialist Certification Online

Gain advanced PowerPoint skills as you create engaging presentations using design best practices, animations, charts, and multimedia. Prepare for the PowerPoint Specialist Certification exam with hands-on projects and expert guidance to boost your professional presentation abilities.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/powerpoint-specialist-certification-bundle



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Course Outline

This package includes these courses

- PowerPoint Level I Course (6 Hours)
- PowerPoint Level II Course (6 Hours)

This package also includes two hours of private training, the Microsoft PowerPoint Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

PowerPoint Level I Course

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and various formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment options
- Create and format tables, add connector lines, and import charts from Excel to display data
- Apply transitions, manage presenter notes, and use presentation tools for live or virtual delivery
- Save, print, and export presentations to PDF, with options tailored for professional use

PowerPoint Level II Course

- Create and manage Slide Master layouts to ensure consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds
- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, and explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations

- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings