COURSE SYLLABUS

PowerPoint Specialist Certification (Self-Paced)

Advance your PowerPoint skills by designing engaging presentations with animations, charts, multimedia, and best-practice design techniques. Prepare for the PowerPoint Specialist Certification exam with hands-on projects and expert guidance to enhance your professional presentation expertise.

> 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/self-paced-powerpoint-specialist-certification



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- PowerPoint Level I (Self-Paced) (6 Hours)
- PowerPoint Level II (Self-Paced) (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 (Self-Paced)

This self-paced, beginner-friendly PowerPoint course teaches the core skills needed to create engaging, professional presentations on your own schedule.

- Build presentations from templates and customize layouts, themes, and content structure
- Add and format text, bullets, and numbered lists using Outline View and 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
- Apply transitions, manage presenter notes, and use tools for live or virtual delivery
- Save, print, and export presentations to PDF with professional formatting options

PowerPoint Level II (Self-Paced)

- Create and manage Slide Master layouts for consistent branding across presentations
- Design custom PowerPoint themes with personalized color palettes, fonts, and reusable backgrounds
- Animate text, charts, and objects using entrance, emphasis, exit effects, and the Morph transition

- Incorporate video, hyperlinks, and dynamic charts and tables from Excel for interactive presentations
- Customize workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize presentations using commenting tools, PDF export, and optimized print settings