

# PowerPoint Specialist Certification Program

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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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 (6 Hours)
- PowerPoint Level II (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

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

- 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