XCELERATE TRAINING INSTITUTE

your learning & development partner

INFORMATION TECHNOLOGY

Microsoft PowerPoint Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
8 – 12 Feb 2027	Live online	Online (live)	**€1,200**
15 – 19 Mar 2027	Madrid	Classroom	**On request**
16 – 20 Aug 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: staging.x8ti.com/course/microsoft-powerpoint-training-course/

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Microsoft PowerPoint Training Course

Introduction

This course by Xcelerate Training Institutes is designed for both beginners and intermediate users seeking to enhance their presentation skills. The course covers fundamental and advanced PowerPoint concepts, aligning with industry standards and offering customization options to meet specific training needs.

Learning Objectives

Upon completion, participants will be able to:

- Master the basics of PowerPoint 2010 and its enhancements compared to previous versions.
- Efficiently navigate the PowerPoint interface and utilize its tools.
- Create visually appealing and professional presentations through practical exercises.
- Develop a deep understanding of PowerPoint features for impactful presentations.
- Improve productivity with keyboard shortcuts.
- Incorporate various media elements into presentations.
- Apply advanced formatting techniques for enhanced visual appeal.

Training Methodology

This course by Xcelerate Training Institutes should focus on a practical, hands-on approach. Begin with the basics of creating presentations, covering slide layouts, formatting text and images, and adding multimedia elements. Progress to more advanced topics like designing professional slides, using SmartArt and diagrams, and customizing animations and transitions. Incorporate real-world scenarios and exercises to reinforce learning. Emphasize effective presentation skills, including public speaking techniques and audience engagement strategies. Conclude with guidance on sharing presentations, collaborating with others, and using advanced features like PowerPoint Designer and Presenter View.

Benefits for Your Organisation

Microsoft PowerPoint training empowers your organization with the skills to create impactful presentations that captivate audiences, enhance communication, and boost productivity. By investing in this training, your team will learn to design visually appealing slides, effectively structure content, and deliver confident presentations that leave a lasting impression.

Benefits for You

This course empowers you to create impactful presentations that captivate your audience, boosting your confidence and professionalism. With this course, you'll master essential skills like slide design, content organization, and visual storytelling, ensuring your ideas are presented clearly and memorably. Whether you're a student, professional, or entrepreneur, PowerPoint proficiency enhances your communication abilities and opens doors to new opportunities.

Who Should Attend

Individuals aiming to create visually compelling and effective PowerPoint presentations.

Course Outline

Introduction to PowerPoint 2010

- Understanding the Ribbon interface
- Commands
- Tabs
- Groups

Creating and Managing Presentations

- Creating new presentations
- Adding and removing slides
- Selecting layouts
- Combining slides from different presentations

Working with Text and Graphics

- Adding and formatting text boxes
- Applying text styles
- Inserting pictures
- Shapes
- Charts

Design and Themes

- Creating photo albums
- Applying pre-designed themes
- Customizing themes
- Fonts
- Colors

Slide Show and Presentation

- Running slideshows
- Merging and comparing presentations
- Printing options
- Inserting tables

Multimedia Integration

- Incorporating sound
- Video
- Other media elements into presentations

Enhancing Visual Impact

- Adding animation and transition effects

- Customizing slideshow settings
- Applying advanced formatting to shapes, pictures
- WordArt

Additional Features

- Creating PowerPoint packages
- Generating videos
- Customizing PowerPoint options

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Registration Form

Microsoft PowerPoint Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Register online
Open the course page