COURSE SYLLABUS

PowerPoint Bootcamp (Self-Paced)

Take your PowerPoint skills to the next level with this accelerated self-paced course. You'll build from core presentation fundamentals to advanced features such as custom themes, animations, and tools for managing large, complex presentations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/powerpoint-bootcamp-self-paced



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Course Outline

This package includes these courses

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

PowerPoint Level I (Self-Paced)

Explore PowerPoint fundamentals through this self-paced course. Build engaging presentations by adding text, graphics, shapes, and transitions, and enhance your skills as an effective presenter. Perfect for beginners or those refreshing their knowledge.

- Create presentations from templates and customize layouts, themes, and content structure
- Edit 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 Excel charts to display data
- Apply transitions, manage presenter notes, and utilize tools for live or virtual presentations
- Save, print, and export presentations to PDF, with professional-use options

PowerPoint Level II (Self-Paced)

This self-paced course covers core PowerPoint skills to create engaging, professional presentations. Learn how to design slides, work with images, charts, and transitions, and develop visually compelling presentations you can confidently present.

- Create presentations from templates and customize layouts, themes, and content structure
- Edit text, bullets, and numbered lists with Outline View and advanced formatting tools
- Insert and enhance images, SmartArt, and shapes using effects, cropping, and alignment options
- Format tables, add connector lines, and import Excel charts to display data
- Apply transitions, manage presenter notes, and use tools for live or virtual presentations
- Save, print, and export presentations to PDF with professional-use options