COURSE SYLLABUS

PowerPoint Specialist Certification (Self-Paced)

Advance your PowerPoint skills and get ready for the Specialist Certification Exam with this self-paced program. It includes training modules, private tutoring, the exam with a free retake, and all necessary study resources.

> 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-specialist-certification-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)

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)

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