

PowerPoint Specialist Certification Program

Prepare for the PowerPoint Specialist Certification Exam with our comprehensive certification program. This package includes group classes, private training, and the exam with a free retake, along with study materials.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: <https://www.nobledesktop.com/classes/powerpoint-specialist-certification-bund>



hello@nobledesktop.com • (212) 226-4149

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

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

PowerPoint Level II

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video

- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments