

Customized PPT Training

Course Duration: 16 Hours

Course code: PPT-CT-ADV

1. Course Overview

Customized PPT Training is designed to help professionals create impactful, visually appealing, and business-ready presentations. This course focuses on design principles, storytelling, slide structuring, and advanced PowerPoint features to deliver engaging presentations tailored to corporate and client needs.

2. What You'll Learn

- Fundamentals of effective presentation design
- Creating professional and visually appealing slides
- Using layouts, themes, and templates efficiently
- Data visualization using charts, graphs, and SmartArt
- Advanced animations and transitions
- Storytelling techniques for impactful presentations
- Presenting confidently in meetings and client pitches

3. Target Audience

- Working professionals
- Sales & marketing teams
- Corporate employees
- Trainers and educators
- Business owners and entrepreneurs
- Students preparing for presentations

4. Pre-Requisites

- Basic knowledge of computers
- Familiarity with Microsoft Office tools
- No prior advanced PowerPoint knowledge required

5. Course Content

Module 1: Introduction to PowerPoint

- Overview of Microsoft PowerPoint
- Understanding interface and tools
- Slide types and layouts

Module 2: Designing Effective Slides

- Design principles (contrast, alignment, hierarchy)
- Choosing fonts and color schemes
- Working with themes and templates

Module 3: Content Structuring & Storytelling

- Structuring presentations logically
- Creating impactful headlines
- Storytelling frameworks for business presentations

Module 4: Visual Elements & Data Representation

- Using images, icons, and shapes
- Creating charts, tables, and infographics
- SmartArt and diagrams

Module 5: Animations & Transitions

- Applying animations effectively
- Transition effects best practices
- Avoiding overuse

Module 6: Advanced Features

- Slide Master customization

- Embedding videos and multimedia
- Hyperlinks and action buttons

Module 7: Presentation Delivery Skills

- Public speaking basics
- Body language and voice modulation
- Handling Q&A sessions

Module 8: Real-World Projects

- Business presentation creation
- Sales pitch deck
- Corporate training presentation

