

# MS PowerPoint Advanced Customized Training

**Course Duration: 04 Hours**

**Course Code: PPT-ADV-CUST-01**

## 1. Course Overview

This advanced MS PowerPoint training is designed to enhance presentation skills with professional design techniques, animations, and storytelling. It focuses on creating impactful, visually appealing, and business-ready presentations tailored to corporate needs, improving communication and audience engagement.

## 2. What You'll Learn

- Advanced slide design and layout techniques
- Mastering animations and transitions
- Creating interactive presentations
- Data visualization using charts and infographics
- Slide Master and template customization
- Presentation storytelling and delivery techniques
- Integrating multimedia (audio, video, icons)
- Time-saving tips and shortcuts

## 3. Target Audience

- Corporate professionals
- Marketing and sales teams
- Trainers and educators
- Business analysts and consultants
- Entrepreneurs and startup founders

- Anyone looking to improve presentation skills

## 4. Pre-Requisites

- Basic knowledge of MS PowerPoint
- Familiarity with computers and MS Office tools
- Understanding of basic presentation concepts

## 5. Course Content

- Advanced PowerPoint Interface & Tools
- Slide Master & Custom Templates
- Advanced Design Principles (Typography, Color Theory)
- SmartArt, Charts & Infographics
- Animation Mastery & Motion Paths
- Interactive Slides & Hyperlinks
- Multimedia Integration
- Presentation Optimization & Performance Tips
- Real-world Case Studies & Practice Projects