

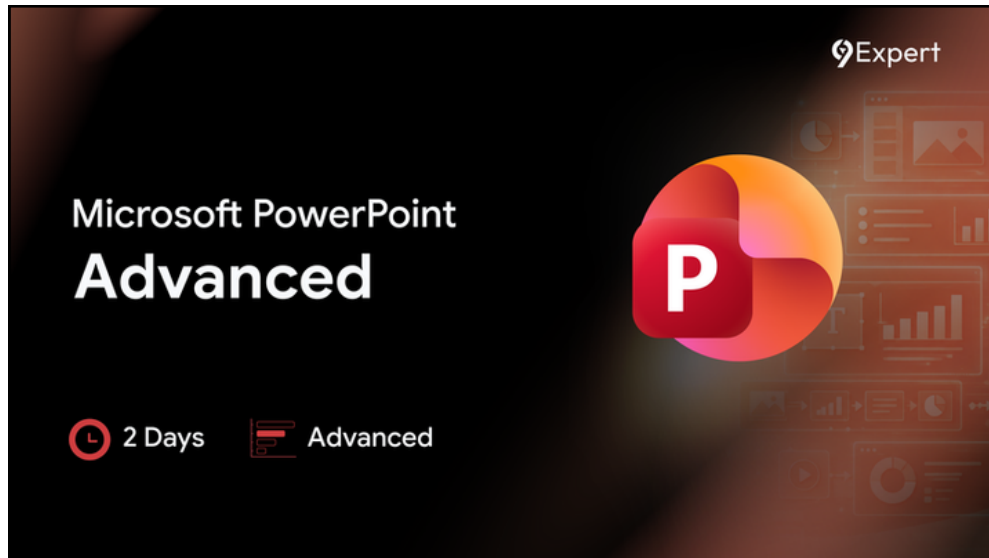


MICROSOFT POWERPOINT ADVANCED

Course ID : MSP-L1



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 7,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business

This course is designed to equip participants with professional presentation skills using Microsoft PowerPoint. Effective presentations involve selecting the right formats tailored to specific contexts such as quarterly sales reports, educational materials, or product and service pitches.

Participants will explore a variety of templates and learn to customize them effectively using PowerPoint's advanced tools, including chart creation, animation, and integration with Excel and Word.

These templates can also be refined and adopted as organizational standards.

In addition, the course covers essential presentation techniques from planning and conceptualization to sequencing and slide detailing to help participants deliver engaging and impactful presentations every time.

Objectives

1. Clearly articulate the key capabilities and functions of Microsoft PowerPoint.
2. Design and format professional presentations using various styles and layouts.
3. Apply animations and transitions to enhance visual engagement.
4. Utilize advanced PowerPoint tools and techniques to deliver impactful and effective presentations.

Target Audience

1. Individuals who wish to create impactful and visually appealing presentations using Microsoft PowerPoint.
2. Users with basic PowerPoint experience who want to explore advanced tools and features to enhance presentation effectiveness.
3. Those aiming to make their presentations more engaging and to incorporate advanced presentation techniques.

Prerequisites

1. Basic knowledge or prior experience using Microsoft PowerPoint.
2. Participants are expected to have basic-level experience with Microsoft PowerPoint.

System Requirements

1. Windows 11 / Windows 10
2. Microsoft PowerPoint | Microsoft 365

TRAINING TOPICS



DAY 1 Morning Session

9:00 AM – 12:00 PM

1. What Makes an Effective Presentation?

- Core principles of impactful and professional presentations.

2. Storytelling Techniques for Engaging Presentations

- The Pillar Technique
- The Chronology Technique
- Situation - Challenge -Solution Framework

3. Introduction to Microsoft PowerPoint

- Using screenshot tools effectively
- Recoloring and enhancing images
- Applying picture and video effects
- Utilizing laser pointer features
- Managing presentations with Presenter View

4. Creating New Presentations with Microsoft PowerPoint

- Starting a new project and choosing design templates

5. Principles and Techniques for Designing Clear and Powerful Presentations

- Layout composition, color balance, and visual hierarchy

6. Presentation Planning and Delivery

- Planning and story development
- Structuring presentation content
- Inserting and formatting media
- Applying animations and transitions
- Effective delivery and presentation techniques

DAY 1 Afternoon Session

1:00 PM – 4:00 PM

7. Opening, Saving, and Managing Presentations

- Opening existing files and saving new presentations efficiently

8. Adding and Managing Slide Content

- Entering and formatting text effectively
- Adding and duplicating slides
- Managing slide layouts and templates
- Using screenshot tools for quick screen captures
- Embedding online videos (e.g., YouTube)

9. Managing Fonts and Typography

- Applying consistent font styles across slides

10. Working with Presentation Views

- **Normal View:** for general editing and slide creation
- **Outline View:** for organizing and structuring content
- **Handout View:** for preparing supporting print materials

11. Working with Images, Shapes, WordArt, and SmartArt

- Creating and editing visual elements such as images, shapes, WordArt, and SmartArt
- Building organization charts and hierarchy diagrams
- Designing workflow and process visuals
- Applying image formatting and enhancement techniques

12. Creating and Customizing Organization Charts

- Using SmartArt and layout tools to design clear hierarchical structures

DAY 2 Morning Session

9:00 AM – 12:00 PM

13. Working with Charts and Graphs

- Linking and updating charts from Microsoft Excel
- Selecting appropriate chart types and customizing chart elements
- Formatting and presenting data using various graph styles

14. Designing Slides and Creating Themes

- Applying slide designs and ready-made templates
- Managing color schemes and palettes
- Selecting and customizing fonts
- Applying visual effects for consistency
- Organizing layouts for visual clarity

15. Managing Slide Masters for Consistent Presentation Design

- Planning and story development
- Structuring presentation content
- Inserting and formatting media
- Applying animations and transitions
- Effective delivery and presentation techniques

16. Developing Custom Themes for Organizational Use

- Designing and implementing team or organizational themes to ensure brand consistency

 **DAY 2** Afternoon Session

1:00 PM – 4:00 PM

17. Applying Animations for Dynamic and Engaging Presentations

- Applying slide transitions
- Using animation effects to highlight key points
- Creating custom animations
- Chart animation for dynamic data presentation Animating charts for dynamic data visualization

18. Using Presentation Tools Effectively

- Practicing with the Rehearse Timings feature
- Configuring professional presentation settings

19. Professional Presentation Techniques

- Starting and concluding presentations with confidence
- Applying advanced presentation methods
- Mastering essential keyboard shortcuts for presenters
- Using pens, highlighters, and laser pointers effectively
- Case Study: Designing an animated travel presentation

20. Broadcasting Slideshows Online

- Techniques for conducting online meetings and sharing slides with remote participants

21. Document Preparation and Printing

- Page setup Setting up pages and print layouts
- Printing handouts and presentation materials for different purposes

22. Configuring Projectors and Presenter View

- Setting up dual displays for presenters and audiences

23. Presentation Rehearsal and Setup

- Connecting to projectors and optimizing display settings

24. Hands-on Workshop

- Practical exercises to reinforce learned concepts and techniques



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