MS PowerPoint : Beginners – Advanced

Training Course	**MS PowerPoint Beginners – Advanced**
Course Language	**Bilingual . Training in Arabic material in English**
Course Duration	Total Number of hours : 25 hours
Course Objectives	this course will provide a deep understanding starting from the basic, intermediate and advanced features of PowerPoint.
Course Content	Course Key Topic Area Includes: **Using the application :** Working with presentations, Enhancing productivity **Developing a presentation** : Presentation views, Slides, Master slide **Text** :Handling text, Formatting ,Tables **Charts** : Using charts, Organization charts **Graphical objects:** Insert manipulate, Drawing **Prepare outputs**: Preparation, Check and deliver **Presentation planning** :- Audience and environment, Design, content and layout **Slide masters and templates** :- Slide masters , Templates. **Graphical objects**:- Formatting drawn objects, Formatting pictures, images , Handling graphical objects **Charts and diagrams**:- Using charts , Using diagrams **Multimedia**:- Audio, video , Animation ,Spelling , thesaurus **Enhancing productivity**:- Linking, embedding, Importing, exporting, securing **Managing presentations**:-Custom shows, Slide show settings, Slide show delivery.

Learning Outcomes	**At the end of the program the trainees will be able to:** • **Understand the key concepts of using presentation software** • **Identify the options available in built- in layouts, designs, and themes** • **Recognize good practice in formatting text and tables** • **Know how to add charts, pictures, and drawn objects to enhance presentations** • **Prepare a presentation to be used for presenting or printing.** • **Understand and adapt to the demographics of the audience.** • **Recognize the importance of graphical elements and when to use them.** • **Identify where and how multimedia elements can enhance a presentation.** • **Apply settings to improve the attractiveness and delivery of presentations** • **Understand technical considerations such as equipment, lighting, and accessibility.**
Target Audience	This course is perfect for professionals who want to make their tasks efficient with the use of PowerPoint to feel confident creating advanced presentations from scratch
Course Material /Technology used/ Details Relevant to the course.	• Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions • Attendants will also get the example files used during the course. • All sessions will be accompanied by practical exercises on MS-2016 or higher.