Syllabus

Create Smarter PowerPoint Presentations with AI

Duration: 12,00 hrs, 2,00 day(s)

Target Audience:
Anyone

Objectives:

By the end of this course, participants will be able to transform ordinary slides into impactful presentations, apply advanced design and animation techniques, create interactive experiences and use Microsoft Copilot to generate, improve and review presentation content

Prerequisite:

Anyone with no technical background.

Methodologies:

Choose from our training methodologies :

- Face to Face Session (Seminar)
- 1-TO-1 Coaching
- Instructor Led Online (Webinar)

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Content:

Module 1: Creating Impactful & Modern Slides

- Transform text-heavy slides into clear visual stories
- Create modern layouts with Shapes, Icons and Pictures
- Build professional timelines, processes and infographics
- Apply visual hierarchy, colours and image effects
- Use design Tips & Tricks for immediate impact

Module 2: PowerPoint Tips & Tricks

- Use essential shortcuts and productivity features
- Align, distribute and duplicate objects faster
- Manage complex slides
- Remove backgrounds and work creatively with pictures
- Discover features that save time

Module 3: Create Your Own Professional Design

- Customise Themes, Colours and Fonts
- Work with Slide Master and custom layouts
- Create reusable templates and slide libraries
- Maintain a consistent corporate visual identity

Module 4: Bring Your Slides to Life

- Create professional animations
- Use Motion Paths, Triggers and advanced timings
- Create transformations with Morph
- Combine effects to support visual storytelling

Module 5: Create Interactive Presentations

- Create clickable menus and interactive navigation
- Work with Zoom, Hyperlinks and Action Buttons
- Build non-linear presentation experiences
- Turn a traditional deck into an interactive journey

Module 6: Make Data Look Good

- Transform Excel data into impactful slides
- Create clear charts, KPI cards and dashboard-style slides
- Highlight the message behind the numbers

Module 7: Artificial Intelligence with Microsoft Copilot

- Create a presentation from a prompt or existing content
- Rewrite, summarise and simplify slide content
- Generate and improve visuals with Copilot
- Review the presentation and prepare for audience questions
- Use prompting Tips & Tricks to obtain better results