



INTERMEDIATE/ADVANCED POWERPOINT TRAINING

Our *Intermediate/Advanced PowerPoint* training class includes a total of 6 lessons and is geared towards individuals who no longer need the fundamentals in Microsoft PowerPoint and want to learn more advanced techniques when creating presentations.

Our **live training class** is taught by a professional instructor in person or via Zoom (online). The goal of the training class is to help individuals become more efficient and improve the way they organize, edit, revise, share, collaborate and present slides in Microsoft PowerPoint.

Intermediate/Advanced PowerPoint Training Class Outline

Below is a list of the lessons and topics covered:

- Lesson 1: How to Include Charts in Your Presentation
- Lesson 2: How to Use SmartArt In Your Presentations
- Lesson 3: How to Build Your Own PowerPoint Template
- Lesson 4: How to Insert Media & Animations
- Lesson 5: Tools to Collaborate in PowerPoint
- Lesson 6: Finalizing & Presenting Your Slide Show