



Beginner to Advanced PowerPoint Training Class

Our *Beginner to Advanced Microsoft PowerPoint* training class includes a total of 10 lessons and is geared towards individuals who need overall instruction on key features of Microsoft PowerPoint, covering the fundamentals to some of the more advanced features of the program. Our live training class is taught by a professional instructor in person or via Zoom (online) with the intention of providing a well-rounded training on the majority of the functions your staff will need.

PowerPoint Training Class Outline

Below is a breakdown of the lessons covered in our *Beginner to Advanced Microsoft PowerPoint Training Class*:

- Lesson 1: Building a PowerPoint Presentation
- Lesson 2: Customizing Your Text in PowerPoint
- Lesson 3: Working with Images, Shapes & WordArt
- Lesson 4: Inserting Tables to Your Presentation
- Lesson 5: How to Include Charts in Your Presentation
- Lesson 6: How to Use SmartArt In Your Presentations
- Lesson 7: How to Build Your Own PowerPoint Template
- Lesson 8: How to Insert Media & Animations
- Lesson 9: Tools to Collaborate in PowerPoint
- Lesson 10: Finalizing & Presenting Your Slide Show