



Course Title: Microsoft PowerPoint for the Business User	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: No Exam
Qualification: Microsoft PowerPoint for the Business User Completion Certificate	

Course Syllabus

Presentations

- Create Attractive Presentations from Existing PowerPoint Templates
- Creating Presentations Quickly using Outline to build a Structure
- Incorporating and reusing slides from other presentations into your own

Templates and Customization

- Using Slide Layouts
- Using the Slide Master
- Creating Custom Slide Layout

Working with Charts and Tables

- Create and Modify Tables
- Create Charts and Graphs
- Copying Charts into PowerPoint
- Link Vs Embed

Add Visual Elements to a Presentation

- Create and Modify Shapes
- Add Images
- Create SmartArt to Make Easily Modifiable graphics
- Use SmartArt to Give Dull Text a More Visual Appeal

Working with Media and Animation

- Add Audio to A Presentation
- Add Video to A Presentation
- Add and Customize Animations
- Add and Customize Transitions

Preparing to Present

- Add Notes to A Presentation
- Presenter View And Slide Show Controls
- Create A Custom Slide Show
- Saving and Sharing the Presentation



- Printing Options and Handouts

Course Overview

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Course Learning Outcomes

By the end of this course, learners will be able to create and design visually appealing slides, apply formatting and layout principles, use charts, tables, and multimedia elements effectively, add transitions and animations for emphasis, structure content for clarity and impact, and deliver presentations confidently. Learners gain practical skills to communicate ideas effectively in a business setting using PowerPoint.

Audience

Business professionals, students, administrative staff, and anyone who needs to create and deliver presentations effectively

Entry-Level Requirements

Basic computer skills; no prior PowerPoint experience required

Recommended Reading

Microsoft PowerPoint documentation, online tutorials from Microsoft Learn, books on business presentations

What's Included

Instructor-led training, course materials, exam preparation guide

Exam Information

There is no formal certification exam. Learners may complete practical exercises or a final presentation project to demonstrate mastery of PowerPoint skills. Some providers may issue a **Certificate of Completion** after successful course completion.

What's Next

After completing this course, learners can progress to advanced PowerPoint courses, such as PowerPoint for Advanced Business Users, or explore Microsoft Office Suite Productivity courses including Word, Excel, and Outlook.



Additional Information

This course is intended for those who wish to take advantage of the application for high quality business presentations and reports.