Course Essentials:

Course Title: **Mastering Microsoft PowerPoint**

Short Description:
This course teaches learners how to create engaging and professional presentations using Microsoft PowerPoint. From organizing slides and inserting media to mastering transitions, animations, and action buttons, students will gain the confidence to deliver impactful visual content.

By the end of this course, learners will be able to:

1. Navigate the PowerPoint interface and create a presentation from scratch.
2. Work with files, templates, and themes efficiently.
3. Design slides using text, tables, images, charts, and illustrations.
4. Apply transitions, animations, and slide design elements effectively.
5. Insert and format multimedia content, including video and audio.
6. Use links and actions for interactive presentations.
7. Organize and refine a slideshow for professional delivery.
8. Review and improve presentations using built-in tools.

Curriculum Outline:

Module 1: Introduction and Basics

- Lesson 1 – Introduction to PowerPoint
- Lesson 2 – Managing Files and Templates
- Lesson 3 – Home Tab Tools and Basics

Module 2: Slide Content and Layout

- Lesson 4 – Working with Tables
- Lesson 5 – Inserting and Formatting Images
- Lesson 6 – Using Illustrations and SmartArt
- Lesson 7 – Creating and Formatting Charts

Module 3: Interactive and Multimedia Elements

- Lesson 8 – Adding Links and Hyperlinks
- Lesson 9 – Actions and Navigation Buttons

- Lesson 10 – Inserting and Editing Text
- Lesson 11 – Adding and Managing Media (Audio/Video)

Module 4: Design and Transitions

- Lesson 12 – Applying Design and Slide Themes
- Lesson 13 – Using Transitions Between Slides
- Lesson 14 – Creating Animations for Objects and Text

Module 5: Finalizing and Presenting

- Lesson 15 – Preparing and Customizing a Slide Show
- Lesson 16 – Reviewing and Viewing Tools

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