



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS PowerPoint (Introduction to Advanced)

Overview

This two-day course provides participants with the skills to design, build, and deliver professional presentations using Microsoft PowerPoint. Delegates will learn to create visually engaging slides with text, graphics, charts, and multimedia, as well as apply themes, transitions, animations, and advanced presentation features to capture and hold audience attention.

Objectives

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

- Create and customise presentations using appropriate layouts and themes
- Format text and paragraphs for clear and professional communication
- Insert and edit charts, tables, shapes, SmartArt, and pictures
- Apply and customise themes and colour schemes
- Use the Slide Master to ensure consistent design and branding
- Apply transitions, animations, and timing to enhance delivery
- Create and manage hyperlinks, action buttons, and multimedia content
- Build custom templates and package presentations for sharing or distribution
- Deliver presentations effectively using slide show tools and custom slide shows

Course Prerequisite

MS Windows & Internet (Introduction)

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

This course is suitable for anyone who creates and delivers presentations in a professional setting, including:

- Business Professionals
- Sales and Marketing Teams
- Project Managers
- Trainers and Facilitators
- Educators and Lecturers
- Executive and Personal Assistants
- HR and Communications Staff

Course Outline

This course consists of the following 10 modules

Module 1	Getting Started with PowerPoint • Introduction to PowerPoint • Creating and opening presentations • Understanding the interface, views, and Backstage View • Closing and exiting PowerPoint
Module 2	Creating and Managing Slides • Creating a new presentation and slides • Choosing slide layouts and creating title slides • Applying themes and adding speaker notes • Saving as a slide show, changing slide size, previewing, and printing
Module 3	Working with Text • Formatting text and adding symbols • Creating text boxes and using undo/redo • Enhancing bulleted lists, adjusting line spacing, and paragraph indentation • Setting tabs, spell check, and changing text case
Module 4	Charts and Tables • Creating and formatting charts • Working with datasheets, rows, and columns • Inserting Excel charts • Creating and formatting tables

Module 5	Shapes and Pictures • Drawing, grouping, and aligning shapes • Changing shape order, rotating, flipping, and duplicating • Formatting shapes and adding text • Using callouts and inserting/modifying pictures
Module 6	SmartArt Graphics • Using and formatting SmartArt • Converting text to SmartArt and vice versa • Creating organisation charts and adding subordinate shapes
Module 7	Themes and Master Views • Applying and customising themes and colour schemes • Modifying the Slide Master for consistent formatting • Adding header and footer elements to slides, notes, and handouts
Module 8	Slide Shows and Animation • Using Slide Sorter view, duplicating slides, and running a slide show • Adding and managing slide transitions and timings • Animating objects including text, charts, and SmartArt • Hiding slides and creating custom slide shows
Module 9	Outline View and Summary Slides • Rearranging slides using outline view • Creating a summary slide for quick presentation navigation
Module 10	Advanced Presentation Tools • Building custom templates and themes • Creating action buttons and hyperlinks • Inserting video clips and audio, including continuous playback • Setting up automatic presentations • Creating and editing photo albums • Packaging presentations for CD or external sharing

Additional Information

Duration	2 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire