

PowerPoint Specialist Certification Program

This certification program will prepare you for the PowerPoint Specialist Certification Exam. You'll get two group classes, two hours of private training, and the exam (with proctoring) with a free retake.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.com or visit: <https://training-nyc.com/courses/powerpoint-specialist-certification-bundle>



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Course Outline

This package includes these courses

- PowerPoint for Business (7 Hours)
- Advanced PowerPoint for Business (7 Hours)

This package also includes two hours of private training, the Microsoft PowerPoint Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

PowerPoint for Business

Introduction

- User Interface
- File Management

Creating Presentation

- Adding Text Using Outline View
- Adding Slides

Images

- Getting Images
- Placing Images
- Adjusting/Styling Images

SmartArt

- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

Shapes

- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

Layered Objects

- Aligning
- Distributing
- Grouping

Tables

- Creating Tables
- Designing Tables

Charts

- Creating Charts
- Designing Charts
- Saving Chart Templates

Proofing and Editing

- Spell Check
- Using Slide Sorter View
- Printing

Animation

- Slide Transitions
- Slide Animations

Running a Presentation

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View

Advanced PowerPoint for Business

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration