



MICROSOFT TRAINING

Introduction To Microsoft Powerpoint Language Course

Master Microsoft PowerPoint to design impactful presentations. Learn to effectively communicate your ideas with compelling visuals and features.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock the full potential of Microsoft PowerPoint with this engaging "Introduction To Microsoft PowerPoint Language Course." In today's fast-paced professional landscape, the ability to craft and deliver impactful presentations is not just a skill – it's a critical professional language. This course is meticulously designed to transform you from a basic user into a proficient storyteller, enabling you to communicate complex ideas with clarity, confidence, and visual flair. You'll delve beyond simple slide creation to master the art of visual rhetoric, engaging your audience and leaving a lasting impression. This course will cover the core functionalities of PowerPoint, including interface navigation, slide management, text and object manipulation, and the integration of various multimedia elements like images, charts, and videos. You will learn how to leverage design principles to create aesthetically pleasing and highly effective presentations that convey your message powerfully. We'll explore techniques for consistent branding using slide masters, dynamic animations, and seamless transitions, ensuring your presentations are both professional and captivating. Upon completion, you will not only be proficient in using PowerPoint's features but will also understand the strategic application of these tools to construct compelling narratives and arguments. This mastery enhances your professional credibility, boosts your confidence in public speaking, and positions you as a highly effective communicator capable of influencing decisions and driving successful outcomes in any business environment. Elevate your presentation game and speak the language of success with Microsoft PowerPoint.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with PowerPoint Essentials

- Understanding the PowerPoint Interface (Ribbon, Tabs, Views)
- Creating, Saving, and Opening Presentations
- Working with Slides: Adding, Deleting, Duplicating, and Rearranging
- Basic Text Entry and Formatting Techniques
- Using Placeholders and Text Boxes Effectively

02 Module 2: Crafting Engaging Content with Visuals

- Inserting and Formatting Images and Clip Art
- Working with Shapes and Drawing Tools
- Creating and Customizing Tables for Data Presentation
- Designing Charts and Graphs from Data
- Embedding and Linking Multimedia: Audio and Video

03 Module 3: Mastering Design and Consistency

- Applying and Modifying Themes and Variants
- Utilizing Slide Masters for Branding and Layout Consistency
- Working with Colors, Fonts, and Background Styles
- Introduction to Slide Transitions and Animation Effects
- Aligning and Arranging Objects for Professional Layouts

04 Module 4: Delivering Dynamic Presentations

- Setting Up and Running a Slide Show

- Utilizing Presenter View for Effective Delivery
- Adding Speaker Notes and Comments
- Printing Handouts and Notes Pages
- Exporting Presentations to Different Formats (PDF, Video)

05 Module 5: Principles of Effective Presentation Language

- Understanding Visual Communication Principles
- Storytelling Techniques for Presentations
- Best Practices for Text-Light, Visually Rich Slides
- Tips for Engaging Your Audience
- Common Presentation Pitfalls to Avoid

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Presentation Design Specialist**
- > **Marketing Communications Professional**
- > **Project Manager / Business Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What specific communication skills will I develop in this 'PowerPoint Language Course'?

This course is specifically designed to develop your ability to communicate complex ideas visually and persuasively. You will learn to structure compelling narratives, design clear and impactful slides, effectively use visual aids like charts and SmartArt, and deliver presentations that truly resonate with your audience. Essentially, you will master the 'language' of professional presentations, allowing you to articulate your messages with greater clarity and influence.

Q: What are the prerequisites for enrolling in this Introduction To Microsoft PowerPoint Language Course?

While this course is labeled 'Introduction,' it targets an 'Intermediate' level to quickly elevate your skills. Therefore, a basic understanding of computer operations, file management, and familiarity with the Microsoft Windows environment is recommended. No prior advanced PowerPoint experience is required, but comfort with fundamental software interaction will allow you to get the most out of the curriculum.

Q: How will mastering PowerPoint in this course directly benefit my career growth and professional standing?

Developing strong PowerPoint proficiency is a universally valuable asset across industries. This course will empower you to create professional, persuasive presentations for client pitches, internal reports, training sessions, and stakeholder meetings. This directly translates to improved credibility, clearer communication of your ideas, and the ability to influence decisions effectively, positioning you as a more valuable and effective communicator in any professional role and opening doors to leadership opportunities.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke