

## Department of Corporate Training

### **Presentation Preparation for Professionals** **PowerPoint Level 2**

This course is meant for those desiring to enhance their presentation by using features that will transform it into a powerful means of communication. This series of hands on classes provide an introduction to the following features:

- *Customizing the PowerPoint Environment*
- *Customizing a Design Template*
- *Adding SmartArt Graphics to a Presentation*
- *Adding Special Effects to a Presentation*
- *Customizing a Slide Show*
- *Collaborating on a Presentation*
- *Securing and Distributing a Presentation*

#### **Learning Outcome:**

**At the end of the course students will be able to:**

- *Enhance a presentation into a powerful means of communication*
- *Customize the PowerPoint interface to suit their requirements*
- *Use features to create dynamic and visually appealing presentations*
- *Finalize a presentation and secure it to authenticate its validity*

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**1 Day course**

**Time: 9:00 a.m. to 4:00 p.m.**

**Instructor: TBA**

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