Microsoft PowerPoint

Levels 2 & 3 – Intermediate & Advanced

1 Day Course

Course Overview

Elevate Your Presentations: Create Polished, Professional, and Engaging PowerPoint Content

This course is designed for learners who already have a solid understanding of PowerPoint and wish to advance their skills to a higher level. Participants will explore the tools and techniques required to produce visually compelling, professional presentations that capture attention and communicate ideas effectively. By the end of this course, learners will have the expertise to create complex presentations, customise content for specific audiences, and leverage advanced features to maximise the impact of their work.

Who Should Attend?

This course is suitable for:

- Individuals who have completed PowerPoint Level 1 – Introduction or have equivalent practical experience
- Professionals who regularly create presentations and want to produce more polished, professional results
- Business analysts, trainers, marketing professionals, and managers who need to communicate information clearly and effectively
- Anyone who wants to improve presentation design, graphics handling, and workflow efficiency in PowerPoint

Required Knowledge:

Participants should:

- Be confident with the basic use of PowerPoint, including creating and editing slides
- Understand basic formatting of text, images, and slide layouts
- Be able to perform simple slide editing and apply default themes and templates

---

What You Will Learn

Customising PowerPoint

- Resolve compatibility issues between different PowerPoint versions
- Create, save, and customise templates for consistent branding

- Export presentations as videos or PDFs for versatile sharing
- Produce PowerPoint Shows for self-running presentations

Manipulating Graphics

- Accurately position graphics using rulers, grids, and Zoom tools
- Insert and manage AutoShapes, including grouping, ungrouping, and arranging
- Apply fill effects, transparency, and other visual enhancements
- Resize, rescale, and copy graphics efficiently
- Add text to shapes and apply graphic outlines and effects

Formatting Images & Pictures

- Utilise SmartArt and picture tools to enhance visual storytelling
- Apply artistic effects, picture styles, and adjust image colours
- Remove backgrounds, alter brightness and contrast, and compress images
- Rotate and flip pictures to suit design needs

Themes & Slide Masters

- Customise and apply Themes to achieve a consistent design
- Use Slide Masters to control layout, fonts, and logos across multiple slides
- Add headers, footers, and slide numbers for professional polish

---

Exclusions:

This course does not cover:

- PowerPoint Level 1 basics (creating slides, simple formatting)
- Advanced animation paths or macros

- Video editing beyond simple export
- Integration with external apps like Excel or Word beyond standard embedding

---

Key Learning Outcomes

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

- Customise presentations for professional impact
- Manage graphics, images, and SmartArt to enhance communication
- Apply themes and Slide Masters to ensure design consistency
- Export presentations in various formats for diverse audiences
- Use advanced formatting techniques to create polished, visually engaging slides

---

Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft PowerPoint installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft PowerPoint**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Microsoft PowerPoint Level 4 – Graphics & Animation
- Microsoft PowerPoint for Business Presentations

- Other Microsoft 365 courses, such as Excel Level 3 or Power BI Introduction, to complement presentation skills with data visualisation

---

Learner Support

Participants will have indefinite online access to all practice files and notes at ***https://www.dti.ie***. Email support will also be offered on items covered during this course at ***support@dti.ie***.