

MICROSOFT 365

POWERPOINT

ESSENTIALS

Create professional presentations with confidence.

Learn how to create, format, enhance, and deliver engaging presentations using Microsoft 365 PowerPoint. Build a strong foundation in presentation design, visual content, and delivery skills.

1 Day

(9:00 a.m. – 4:00 p.m.)



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

This practical course helps new PowerPoint users build confidence creating professional presentations. Participants learn how to work with slides, text, images, tables, charts, animations, and presentation delivery tools.



WHO THIS COURSE IS FOR

- ✓ New PowerPoint users.
- ✓ Employees creating presentations for meetings and training.
- ✓ Professionals wanting more polished presentations.
- ✓ Anyone looking to build foundational PowerPoint skills.



EXPECTED OUTCOMES

Participants will confidently create, format, enhance, and deliver professional PowerPoint presentations.



Create and manage presentations.



Format slides professionally.



Work with images, tables, and charts.



Collaborate in shared presentations.



Deliver presentations effectively.

COURSE TOPICS

01



Getting Started
Navigate the PowerPoint environment.

02



Building Presentations
Create and organize slides.

03



Formatting Text
Improve readability and layout.

04



Working with Graphics
Insert images and shapes.

05



Tables
Create and format data tables.

06



Charts
Visualize information effectively.

07



Delivering Presentations
Review, print, and present confidently.



GUIDED PRACTICE

Practise PowerPoint skills in realistic workplace presentation scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world PowerPoint examples.



IMMEDIATE IMPACT

Create better presentations immediately.

