

# PowerPoint Bootcamp

Take your PowerPoint skills to the next level with our accelerated course. Learn everything from the basics of creating presentations to more advanced features like custom themes, animations, and managing large presentations.

Group classes in NYC and onsite training is available for this course. For more information, email [hello@nobledesktop.com](mailto:hello@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/powerpoint-certificate>



[hello@nobledesktop.com](mailto:hello@nobledesktop.com) • [\(212\) 226-4149](tel:(212)226-4149)

## Course Outline

This package includes these courses

- PowerPoint Level I (6 Hours)
- PowerPoint Level II (6 Hours)

### PowerPoint Level I

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

### PowerPoint Level II

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments