



Consulting and Training | Reach New Heights

Course Name

Microsoft PowerPoint Training Course: From Basic to Intermediate Level

Sector Name

Information Technology

Document Type

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Microsoft PowerPoint Training Course: From Basic to Intermediate Level

Course Introduction

This practical training program from **BOOST** is designed to equip participants with the essential and intermediate skills required to use Microsoft PowerPoint effectively and professionally. The course starts with the fundamentals of creating presentations and progresses toward designing engaging and professional business presentations using advanced formatting, visuals, charts, animations, and presentation tools.

The program focuses heavily on hands-on practice to ensure participants can confidently create impactful presentations for meetings, reports, projects, and professional communication.

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Target Audience

- ✓ Administrative staff
- ✓ Office coordinators and secretaries
- ✓ Customer service employees
- ✓ Supervisors and team leaders
- ✓ Project coordinators
- ✓ Any employees who need to prepare professional presentations

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Learning Objectives

- Navigate and use Microsoft PowerPoint efficiently.
- Create professional presentations from scratch.
- Apply effective slide formatting and design principles.
- Insert and manage images, icons, SmartArt, and multimedia.
- Create charts, tables, and visual data presentations.
- Use transitions and animations professionally.
- Deliver engaging and visually appealing presentations.
- Prepare presentations for printing, sharing, and presenting.

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Course Outline

✓ DAY 01

PowerPoint Fundamentals

Introduction to Microsoft PowerPoint

- ✓ Understanding the PowerPoint interface
- ✓ Creating and saving presentations
- ✓ Managing slides and layouts
- ✓ Using presentation templates

Formatting Slides and Text

- ✓ Adding and formatting text
- ✓ Working with fonts, colors, and alignment
- ✓ Using bullet points and numbering
- ✓ Applying themes and slide designs

Working with Visual Elements

- ✓ Inserting pictures and icons
- ✓ Working with shapes and SmartArt

- ✓ Editing and formatting images
- ✓ Practical exercises

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Course Outline

✓ Day 02

Intermediate Presentation Design Skills Tables, Charts, and Diagrams

- Creating and formatting tables
- Inserting charts and graphs
- Presenting data visually
- Using SmartArt effectively

Multimedia and Visual Enhancement

- Adding audio and video
- Using screenshots and screen recordings
- Embedding external content
- Organizing presentation flow

Slide Transitions and Animations

- Applying slide transitions
- Using animation effects professionally
- Animation timing and sequencing
- Avoiding common presentation design mistakes

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Course Outline

✓ Day 03

Professional Presentation Development

Advanced Presentation Features

- ✓ Using Slide Master
- ✓ Header, footer, and slide numbering
- ✓ Hyperlinks and action buttons
- ✓ Creating interactive presentations

Presentation Delivery Techniques

- ✓ Presentation preparation and rehearsal
- ✓ Presenter View and presentation tools
- ✓ Tips for effective presentation delivery
- ✓ Managing audience engagement

Final Practical Workshop

- ✓ Developing a complete professional presentation
- ✓ Applying all learned skills

- ✓ Individual/group presentation practice
- ✓ Trainer feedback and recommendations

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 20, 2027	June 22, 2027	3 days	3250.00 \$	KSA , Jeddah
Oct. 19, 2026	Oct. 21, 2026	3 days	1550.00 \$	Virtual , Online
July 5, 2027	July 7, 2027	3 days	1550.00 \$	Virtual , Online
July 25, 2027	July 27, 2027	3 days	3250.00 \$	KSA , Jeddah

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