

## Basics – 5 hours

1. Introduction to Microsoft PowerPoint
2. Overview of Data Tools
3. Importance of Slideshares
4. Steps to Slideshares
5. Using Templates
6. Saving the files
7. Using Images online & offline
8. Editing Images
9. Background Removal
10. Positioning Images
11. Using icons or Cliparts
12. Using Photo Album
13. Importance of Shapes
14. Generating Shapes and mapping the design
15. Shaping the logos
16. Shapes & Images
17. Involving Tables
18. Create some data into it
19. Table tools
20. Creating More Such of it as Tables
21. Creating Academics Presentation
22. Creating Business Presentation
23. Creating Animating Affects
24. Creating Infographics
25. Upcoming Data of Updates to Know REMEMBER

## Intermediate – 5 hours of Basic + 5 hours

1. Follow complete Basic Course
2. Creating Charts
3. Inputting The Values
4. Inserting Multiple Charts
5. Chart Design

6. Chart Format
7. Animation Tools
8. Animation Pane
9. Animation Effects
10. Transitional Effects
11. Graphics and Data
12. Themes and Designs
13. Editing Images
14. PPT on Topic
15. PPT on Topic
16. PPT on Topic
17. PPT on Topic
18. Audio & video in PPT
19. Slide setup for print
20. Upcoming Data of Updates to Know **REMEMBER**

**Expert – Basic + Intermediate (10 hours) + 6 hours**

- 1. Follow complete Basic course**
- 2. Follow complete Intermediate course**
3. Editing Video and Audio in PPT
4. Review & View Tab
5. Share Presentations
6. Save As Type Option
7. Use of Smart Art Tools
8. Creating Smart Tools Multiple
9. Editing data in Smart Art
10. Smart Art Design
11. Smart Art Formatting
12. Zoom Slider
13. Slide Show Navigating Tool
14. Recording The Data

15. Slide Background Design
16. Animating GIF
17. Animating GIF
18. Animating GIF
19. Animating GIF
20. Animating GIF
21. Comments
22. Text Tools
23. Developing | Record a Macro
24. Shortcut Keys help
25. Upcoming Data of Updates to Know **REMEMBER**

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