

PowerPoint Bootcamp

Learn to design, build and present PowerPoint presentations. Create and run dynamic presentations, prepare slideshows for presentation, create reusable templates, and more. This PowerPoint Bootcamp includes our beginner and advanced classes at a 10% discount.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.com or visit: <https://training-nyc.com/courses/powerpoint-bootcamp-nyc>



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Course Outline

This package includes these courses

- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)

PowerPoint for Business

- 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)

Advanced PowerPoint for Business

- 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