Microsoft
PowerPoint
Expert

Presentation Management

Microsoft PowerPoint

Master Class

Md Shah Alam, MCT
Chief Training Officer
Dikkha: Training & Consultancy

Microsoft Certified Trainer
MS Excel Trainer & Consultant
Power BI Trainer & Consultant

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Snapshot of the Course

Section	Component
Section 1	Modify Slide Masters, Handout Masters, And Note Masters
Section 2	Change Presentation Options And Views
Section 3	Configure Print Settings For Presentations
Section 4	Configure And Present Slide Shows
Section 5	Prepare Presentations For Collaboration
Section 6	Insert Slides
Section 7	Modify Slides
Section 8	Order And Group Slides
Section 9	Format Text
Section 10	Insert Links
Section 11	Insert And Format Images
Section 12	Insert And Format Graphic Elements
Section 13	Order And Group Objects On Slides
Section 14	Insert And Format Tables

Snapshot of the Course

Section	Component
Section 15	Insert And Modify Charts
Section 16	Insert And Format SmartArt Graphics
Section 17	Insert And Modify 3d Models
Section 18	Insert And Manage Media
Section 19	Apply and configure slide transitions
Section 20	Animate slide content
Section 21	**Set timing for transitions**
Students Project Challenge (I)	
Students Project Challenge (II)	
Project Submission and Post Assessment	

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Course Planning

Lead	Component
Course Duration	1 Month and 1 Week
Total Classes	10
Total Hours	20 Hours
Class Hours Each Week	2 Hours
No of Class Each Week	2 Classes

Total Investment

Lead	Component
Actual Course Fee	Tk.5,000/- (Five Thousands)
Discounted Course Fee	Tk.3,000/- (Three Thousands)

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Class Schedule

Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays

Please get the information of your class schedule before admission

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Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Around 1500 individuals have been trained

Achievement:

- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received "Individual Aptitude Award" for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

Our Specialities

- Extensive Hands-on Exercises

- Individual Attention

- Result Driven Coaching

- Several Real-Life Projects

- Project Challenge

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Microsoft PowerPoint
Master Course

Section 1: Modify Slide Masters, Handout Masters, And Note Masters

a. Change The Slide Master Theme Or Background
b. Modify Slide Master Content
c. Create Slide Layouts
d. Modify Slide Layouts
e. Modify The Handout Master
f. Modify The Notes Master

Student Task-1

Section 2: Change Presentation Options And Views

a. Change Slide Size
b. Display Presentations In Different Views
c. Set Basic File Properties

Student Task-2

Section 3: Configure Print Settings For Presentations

a. Print All Or Part Of A Presentation
b. Print Notes Pages
c. Print Handouts
d. Print In Colour, Grayscale, Or Black And White

Student Task-3

Section 4: Configure And Present Slide Shows

a. Create custom slide shows
b. Configure slide show options
c. Rehearse slide show timing
d. Set up slide show recording options
e. Present slide shows by using

Student Task-4

Section 5: Prepare Presentations For Collaboration

a. Mark presentations as final
b. Protect presentations by using
c. Inspect presentations for issues
d. Add and manage comments
e. Preserve presentation content
f. Export presentations to other

Student Task-5

Students Project Challenge (I)

Section 6: Insert Slides

a.   Import Word document outlines
b.   Insert slides from another presentation
c.   Insert slides and select slide layouts
d.   Insert Summary Zoom slides
e.   Duplicate slides

Student Task-6

Section 7: Modify Slides

a.   Hide And Unhide Slides
b.   Modify Individual Slide Backgrounds
c.   Insert Slide Headers, Footers, And Page Numbers

Student Task-7

Section 8: Order And Group Slides

a.   Create sections
b.   Modify slide order
c.   Rename sections

Student Task-8

Section 09: Format Text

a. Apply formatting and styles to text
b. Format text in multiple columns
c. Create bulleted and Numbered Lists

Student Task-9

Section 10: Insert Links

a. Insert hyperlinks
b. Insert Section Zoom links and Slide Zoom links

Student Task-10

Students Project Challenge (II)

Section 11: Insert And Format Images

a. Resize and crop images
b. Apply built-in styles and effects to images
c. Insert screenshots and screen clippings

Student Task-11

Section 12: Insert And Format Graphic Elements

a. Insert and change shapes
b. Draw by using digital ink
c. Add text to shapes and text boxes
d. Resize shapes and text boxes
e. Format shapes and text boxes
f. Apply built-in styles to shapes and text boxes
g. Add alt text to graphic elements for accessibility

Student Task-12

Section 13: Order And Group Objects On Slides

a. Order shapes, images, and text boxes
b. Align shapes, images, and text boxes
c. Group shapes and images
d. Display alignment tools

Student Task-13

Section 14: Insert And Format Tables

a. Create and insert tables
b. Insert and delete table rows and columns
c. Apply built-in table styles

Student Task-14

Section 15: Insert And Modify Charts

a. Create and insert charts
b. Modify charts

Student Task-15

Section 16: Insert And Format SmartArt Graphics

a. Insert SmartArt graphics
b. Convert lists to SmartArt graphics
c. Add and modify SmartArt

Student Task-16

Section 17: Insert And Modify 3d Models

a. Insert 3D models
b. Modify 3D models

Student Task-17

Section 18: Insert And Manage Media

a. Insert audio and video clips
b. Create and insert screen recordings
c. Configure media playback

Student Task-18

Section 19: Apply and configure slide transitions

a. Apply basic and 3D slide transitions
b. Configure transition effects

Student Task-19

Section 20: Animate slide content

a. Animate text and graphic elements
b. Animate 3D models
c. Configure animation effects
d. Configure animation paths
e. Reorder animations on a slide

Student Task-20

Section 21: Set timing for transitions

a. Set transition effect duration
b. Configure transition start and finish

Student Task-21

Project Submission

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment

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