COURSE SYLLABUS

PowerPoint Specialist Certification Program

This certification program will prepare you for the PowerPoint Specialist Certification Exam. You'll get two group classes, two hours of private training, and the exam (with proctoring) with a free retake.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/powerpoint-specialist-certification-bundle



nyc@careercenters.com • (212) 684-5151

Course Outline

This package includes these courses

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

This package also includes two hours of private training, the Microsoft PowerPoint Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

Microsoft PowerPoint Level I

Get comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation. By the end of this course, you'll know how to create and edit PowerPoint files, add and adjust different types of content (photos, icons, tables, charts, shapes and more) and how to present to an audience who's in-person or online.

Microsoft PowerPoint Level II

Master PowerPoint's advanced features from slide masters to custom shows in this six-hour PowerPoint course. By the end of this course, you'll be able to create custom themes, use animations, and manage large presentations.