

DATA VISUALIZATION

ADVANCED

5 DAYS

Microsoft PowerPoint

Build a strong foundation in Microsoft PowerPoint by mastering its interface, tools, and presentation design techniques. Learn how to create professional, engaging slides, visualize data effectively, collaborate with teams, and use productivity features to deliver impactful presentations.

Why PowerPoint?

Clearer presentations

Turn complex ideas into structured slides stakeholders can follow.

Stronger data storytelling

Present charts and visuals that support decisions, not clutter.

Faster slide production

Use layouts, masters, and reusable patterns to build decks quickly.

Confident delivery

Apply presenter tools, accessibility, and workflow practices that reduce friction.

What you'll be able to do

- ✓ Familiarize employees with the PowerPoint interface, including the various available tabs, commands, and tools.
- ✓ Teach employees how to create visually appealing and professional presentations using PowerPoint.
- ✓ Provide training on formatting and editing features, such as adjusting slide backgrounds, adding and formatting text, inserting images and multimedia elements, and using SmartArt and charts to enhance content.
- ✓ Train employees on how to apply slide transitions and animations to create engaging and dynamic presentations.
- ✓ Educate employees on the collaboration features of PowerPoint, such as co-authoring, commenting, and version control.
- ✓ Teach employees how to effectively present data using PowerPoint charts, graphs, and tables.
- ✓ Introduce time-saving techniques and shortcuts to increase productivity.

Who this is for

- Executives and Managers
- Sales and Marketing Teams
- Project Managers
- Human Resources Professionals

Curriculum

01 PowerPoint Foundations

- Apply powerpoint foundations in practical visualization workflows
- Build and refine examples using realistic datasets
- Check clarity, accuracy, and stakeholder readability
- Document choices and iterate based on feedback

02 Layouts and Design

- Apply layouts and design in practical visualization workflows
- Build and refine examples using realistic datasets
- Check clarity, accuracy, and stakeholder readability
- Document choices and iterate based on feedback

03 Text, Images, and Multimedia

- Apply text, images, and multimedia in practical visualization workflows
- Build and refine examples using realistic datasets
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04 Transitions and Animations

- Apply transitions and animations in practical visualization workflows
- Build and refine examples using realistic datasets
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05 Charts, SmartArt, and Data Viz

- Apply charts, smartart, and data viz in practical visualization workflows
- Build and refine examples using realistic datasets
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06 Masters and Themes

- Apply masters and themes in practical visualization workflows
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07 Collaboration and Export

- Apply collaboration and export in practical visualization workflows
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08 Delivery and Presenter View

- Apply delivery and presenter view in practical visualization workflows
- Build and refine examples using realistic datasets
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09 Accessibility

- Apply accessibility in practical visualization workflows
- Build and refine examples using realistic datasets
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10 Efficient Workflow

- Apply efficient workflow in practical visualization workflows
- Build and refine examples using realistic datasets
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