MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Microsoft PowerPoint Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2978	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the Microsoft PowerPoint 2016 Specialist workshop. PowerPoint is a powerful presentation platform for presenting visual and graphical items. You can do everything from creating simple handouts to developing an animated presentation with audio.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

At the end of this workshop, participants should be able to:

- Create Presentations from scratch or templates
- Insert and format slides, handouts and notes
- Change Presentation views and configurations
- Insert and work with text, pictures, audio and video
- Work with tables, charts, and SmartArt
- Use transitions and animations
- Prepare for a presentation, including the slide size, narration, and timing
- Manage multiple presentations

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives

Module Two: Create and Manage Presentations

- Create a Presentation
- Create a New Presentation
- Create a Presentation Based on a Template
- Import Word Document Outlines
- Insert and Format Slides
- Insert Specific Slide Layouts
- Duplicate Existing Slides
- Hide and Unhide Slides
- Delete Slides
- Apply a Different Slide Layout
- Modify Individual Slide Backgrounds
- Insert Slide Headers, Footers and Page Numbers
- Change Presentation Options and Views
- Change Slide Size
- Change Presentation Views
- Set File Properties
- Order and Group Slides
- Modify Slide Order
- Create Sections
- Rename Sections
- Modify Slides, Handouts and Notes
- Change the Slide Master Theme or Background
- Modify Slide Master Content
- Create a Slide Layout
- Modify a Slide Layout
- Modify the Handout Master
- Modify the Notes Master
- Configure a Presentation for Printing
- Print a Presentation
- Print Notes Pages
- Print Handouts Pages

Print in Color, Grayscale or Black and White

- Module Two: Review Questions

Module Three: Insert and Format Text, Shapes and Images

- Insert and Format Text
- Insert Text on a Slide
- Format Text
- Create Bulleted and Numbered Lists
- Apply WordArt Styles to Text
- Format Text in Multiple Columns
- Insert Hyperlinks
- Insert and Format Shapes and Text Boxes
- Insert Shapes
- Insert Text Boxes
- Resize Shapes and Text Boxes
- Format Shapes and Text Boxes
- Apply Styles to Shapes and Text Boxes
- Replace Shapes
- Insert and Format Images
- Insert Pictures
- Apply a Picture Style
- Crop Images
- Order and Group Objects
- Order Objects
- Group Objects
- Align Objects
- Display Alignment Tools
- Module Three: Review Questions

Module Four: Insert Tables, Charts, SmartArt, and Media

- Insert and Format Tables
- Create a Table
- Apply Table Styles
- Insert and Delete Table Rows and Columns
- Import a Table
- Insert and Format Charts
- Create a Chart
- Change the Chart Type

Changing a Chart Legend

- Change the Style of a Chart
- Import a Chart
- Insert and Format SmartArt Graphics
- Insert SmartArt
- Convert Lists to SmartArt Graphics
- Change the Color of SmartArt Graphics
- Reorder Shapes in SmartArt Graphics
- Add Shape to SmartArt
- Insert and Manage Media
- Insert Audio and Video Clips
- Adjust Media Window Size
- Configure Media Playback Options
- Set Media Timing Options
- Trim Video
- Module Four: Review Questions

Module Five: Apply Transitions and Animations

- Apply Slide Transitions
- Insert Slide Transitions
- Set Transition Effect Options
- Animate Slide Content
- Apply Animations to Text
- Apply Animations to Objects
- Set Animation Effect Options
- Set Animation Paths
- Set Timing for Transitions and Animations
- Set Transition Duration
- Configure Transition Start and Finish Options
- Set Animation Timing
- Reorder Animations on a Slide
- Module Five: Review Questions

Module Six: View Slideshows and Work with Multiple Presentations

- Configure and Present a Slideshow
- Preview Your Slide Show
- Rehearse Slide Show Timing
- Present a Slide Show using Presenter View

Configure Slide Show Options

- Create Custom Slide Shows
- Merge Content from Multiple Presentations
- Insert Slides from Another Presentation
- Send Presentation for Review
- Review Comments
- Compare Two Presentations
- Finalize Presentations
- Protect a Presentation
- Inspect a Presentation for Hidden Properties and Personal Information
- Inspect a Presentation for Accessibility Issues
- Inspect a Presentation for Compatibility Issues
- Proof a Presentation
- Export Presentations to Other Formats
- Module Six: Review Questions

Module Seven: Wrapping Up

- Words from the Wise
- Lessons Learned

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexit

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft PowerPoint Specialist
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____