MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

PowerPoint 365 Essentials

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2990	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The PowerPoint 365 Essentials course offered by Magna Skills is designed to provide participants with essential skills and knowledge to effectively create dynamic and engaging presentations using Microsoft PowerPoint 365. This course covers fundamental concepts, features, and best practices for designing professional-quality presentations that captivate audiences and effectively convey information. Participants will learn how to leverage PowerPoint's advanced features, tools, and templates to create visually appealing slides, incorporate multimedia elements, and deliver impactful presentations with confidence.

Course Outcomes

1. **Introduction to PowerPoint 365:** Familiarize participants with the PowerPoint 365 interface, navigation, and basic functionalities to create and edit presentations efficiently.
2. **Designing Engaging Slides:** Learn best practices for slide design, layout, and formatting to create visually appealing and professional-looking slides that enhance audience engagement.
3. **Incorporating Multimedia Elements:** Explore how to integrate multimedia elements, such as images, videos, audio clips, and animations, into presentations to make them more dynamic and interactive.
4.

Creating Effective Visuals: Gain proficiency in using charts, graphs, SmartArt graphics, and other visual elements to illustrate data, concepts, and ideas effectively within presentations.

5. **Mastering Slide Transitions and Animations:** Learn how to apply slide transitions and animations strategically to add movement and emphasis to presentation content while maintaining professionalism.

Course Outline / Curriculum

Module 1: Getting Started with PowerPoint 365

- Overview of PowerPoint 365 features and capabilities
- Exploring the PowerPoint interface and workspace

Module 2: Creating and Formatting Slides

- Creating new presentations and selecting slide layouts
- Formatting text, shapes, and objects for visual consistency

Module 3: Adding Multimedia Elements

- Inserting and formatting images, videos, and audio clips
- Incorporating icons, symbols, and 3D models into presentations

Module 4: Designing Effective Visuals

- Creating and customizing charts and graphs
- Using SmartArt graphics to visually represent concepts and processes

Module 5: Enhancing Presentations with Animations

- Applying slide transitions to add movement between slides
- Adding animations to objects and text for emphasis and engagement

Module 6: Collaborating and Sharing Presentations

- Collaborating on presentations in real-time using PowerPoint 365's co-authoring features
- Sharing presentations via email, OneDrive, or SharePoint

Module 7: Mastering Slide Master and Layouts

- Understanding the Slide Master view and its role in slide design consistency
- Customizing slide layouts, themes, and backgrounds for branding consistency

Module 8: Tips and Tricks for Professional Presentations

- Utilizing shortcuts and productivity hacks to streamline presentation creation
- Implementing accessibility features to ensure inclusivity in presentations

Module 9: Delivering Presentations with Confidence

- Rehearsing presentations and using presenter view for smooth delivery
- Interacting with audience members and managing Q&A sessions effectively

Module 10: Advanced Features and Tips

- Exploring advanced features such as morph transitions, live captions, and subtitles
- Incorporating best practices for designing impactful presentations

The PowerPoint 365 Essentials course empowers participants to create captivating and professional presentations using Microsoft PowerPoint 365. Through a combination of theoretical learning, hands-on exercises, and practical applications, participants will develop the skills and confidence needed to design visually stunning slides, incorporate multimedia elements, and deliver engaging presentations that leave a lasting impression on audiences.

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
- Flex

Organisation-Based Training

Magna Skills can also arrangededicated in-house training forministries, 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	PowerPoint 365 Essentials
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 _____