

****Microsoft® PowerPoint® for Microsoft 365**

MSO (Version 2512 Build 16.0.19530.20184) 64-bit**

Duration: 1 Day

Total Hours: 8 Hours

Day 1 (8 Hours)

1. Customizing the PowerPoint Environment
2. Customizing Design Templates
 - Themes, Slide Masters, and Layouts
3. Adding Diagrams and Visual Elements
4. Sound and Video Integration
5. Creating Interactive Presentations
 - Hyperlinks and Action Buttons
6. Slide Animations and Transitions
7. Customizing Slide Show Presentations
8. Finalizing and Sharing Presentations
 - Exporting and Collaboration
9. Creating Internal Reports (KIA)
10. Best Practices and Presentation Tips