# MICROSOFT POWERPOINT MASTERCLASS CERTIFICATION

As per International Standards



**UNICHRONE**

# Unichrone Training Advantages

✔ 1 Day Interactive Instructor-led Online/Classroom or Group Training

✔ Course study materials designed by subject matter experts

✔ Mock Tests to prepare in a best way

✔ Highly qualified, expert & accredited trainers with vast experience

✔ Enrich with Industry best practices and case studies and present trends

✔ Microsoft PowerPoint Masterclass Course adhered with International Standards

✔ End-to-end support via phone, mail, and chat

✔ Convenient Weekday/weekend Microsoft PowerPoint Masterclass Course schedule

# UNICHRONE

# About Unichrone

✔ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.
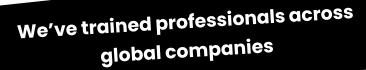
**Guaranteed Quality**

**Handpicked Trainers**

**Global Presence**

**Online Training Option**

## We've trained professionals across global companies

PHILIPS

AXCESS
FINACIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DU PONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL ASSOCIATION

sitel group

Signify

AtoS

LEAR CORPORATION

# Importance of Microsoft PowerPoint Masterclass

✓ Microsoft PowerPoint Certification is important and recognized as evidence of proficiency in the application. This certification differentiates professionals from competitors, which depicts their concern for professional growth and successful communication. It enables them to access various opportunities and professions in their respective fields; teachers can explain things to students, promoters can pitch unique marketing strategies, and managers can set effective explanations to ensure effective project completion.

✓ Our extensive Microsoft PowerPoint Course equips participants to convert boring information into a visually attractive presentation. The curriculum goes through fundamental design principles to enable participants to host effectively designed slide decks that appeal to clients. They are trained to effectively render various formats, layouts, fonts, and color combinations in order to achieve a professional look. In addition, the training explores data visualization, entrusting learners with the knowledge to turn data into accessible visual images that will always capture attention of viewers.

# ELIGIBILITY CRITERIA

✔ Aspirants need not meet any requirements to pursue Microsoft PowerPoint Masterclass Course. However, having prior knowledge is beneficial.

# WHO SHOULD ATTEND

✔ Any individual who wants to gain skills to understand MS can enroll in the Microsoft PowerPoint Masterclass course.

# Syllabus of Microsoft PowerPoint Masterclass

| **Lesson 01 –** Ribbons |
| --- |
| 1. File View |
| 2. Home Ribbon |
| 3. Insert Ribbon |
| 4. Design Ribbon |
| 5. Transition Ribbon |
| 6. Animations Ribbon |
| 7. Slide Show Ribbon |
| 8. Review Ribbon |
| 9. View Ribbon |

| **Lesson 02 –** Getting Started |
| --- |
| 1. Themes |
| 2. Variants |
| 3. Adjusting the Slide Size |
| 4. Format Background |

# Syllabus of Microsoft PowerPoint Masterclass

| **Lesson 03 –** Views | |
|---|---|
| 1. | Changing the Views |
| 2. | Normal View |
| 3. | Slide Sorter View |
| 4. | Reading View |
| 5. | Side Show View |
| 6. | Outline View |
| 7. | Zoom Slider |
| 8. | Viewing a Slide Show from the First Slide |
| 9. | Viewing a Slide Show from Current Location |

| **Lesson 04 –** Working With Text | |
|---|---|
| 1. | Drawing Shapes |
| 2. | Resize a Shape |
| 3. | Format a Shape |
| 4. | Aligning Shapes |
| 5. | Distributing Shapes |
| 6. | Smart Art Shapes |

# Syllabus of Microsoft PowerPoint Masterclass

| **Lesson 05 –** Working with Shapes |
| --- |
| 1. Drawing Shapes |
| 2. Resize a Shape |
| 3. Format a Shape |
| 4. Aligning Shapes |
| 5. Distributing Shapes |
| 6. Smart Art Shapes |

| **Lesson 06 –** Slide Master |
| --- |
| 1. Steps for Accessing Slide Master |

# Syllabus of Microsoft PowerPoint Masterclass

| **Lesson 07 –** Using the Insert Ribbon |
| --- |
| 1. Insert an Online Image |
| 2. Adding a Table |
| 3. Inserting an Excel Spreadsheet |
| 4. Inserting a Video from YouTube |
| 5. Inserting a Video from Your PC |
| 6. Inserting Audio |

| **Lesson 08 –** Charts |
| --- |
| 1. Inserting a Chart |
| 2. Editing Chart Data |
| 3. Change the Chart Type |
| 4. Chart Styles |

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# Syllabus of Microsoft PowerPoint Masterclass

| **Lesson 09 –**   Transitions and Animation |
|---|
| 1. Slide Transitions |
| 2. Animation Effects |

| **Lesson 10 –**   Printing and Publishing |
|---|
| 1. Printing the Presentation |
| 2. Printing Notes |
| 3. Exporting to PDF |

# Exam Format of Microsoft PowerPoint Masterclass Certification

| Examination Format | |
|---|---|
| **Exam Name** | **Microsoft PowerPoint Masterclass Exam** |
| Exam Format | Multiple Choice |
| Total Questions & Duration | 40-60 Questions, 50 minutes |
| Passing Score | Minimum passing score of 70% |
| Exam Cost | USD 100 |

To get you fully prepared with the knowledge and skills for Microsoft PowerPoint Masterclass, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Microsoft PowerPoint exam.

# Contact Us

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https://unichrone.com/