



# Microsoft PowerPoint Intermediate

## Overview

This intermediate PowerPoint course builds on the core skills covered in the Introduction level and focuses on creating more polished, consistent, and professional presentations. You'll move beyond basic slide creation to explore smarter ways of working with layouts, themes, images, icons, charts, and slide masters, while learning how to improve visual impact and efficiency. The course emphasises best practice, time-saving techniques, and design consistency—helping you produce presentations that communicate clearly, look professional, and are easier to update and reuse.

## Target Audience

This course is designed for users who already have a basic working knowledge of PowerPoint (creating slides, adding and formatting text, and saving presentations) and now want to develop stronger design and layout skills. It is ideal for anyone who produces presentations for work or training.

## Formatting a Presentation

- Using Document Themes
- Changing the Background of a Slide
- Rearranging Slides
- Adding Headers and Footers
- Using the Slide Master
- Working with Bulleted and Numbered Lists
- Formatting Paragraphs
- Working with Tabs and Indents
- Changing Page Setup

## Working with Objects

- Inserting Clip Art
- Inserting Screenshots
- Inserting Pictures and Graphics Files
- Removing Backgrounds from Pictures and Graphics
- Altering the Look of Pictures and Graphics
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Positioning Objects
- Applying Special Effects
- Grouping Objects



- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects

## Working with Tables

- Creating a Table
- Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells
- Working with Borders and Shading
- Applying a Table Style

## Working with Charts and SmartArt

- Inserting a Chart
- Inserting Chart Data
- Resizing and Moving a Chart
- Changing Chart Type
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Creating a Chart Template
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt