

## Course Title: PowerPoint Mastery with AI (Basic to Pro)

### Module 1: Getting Started with PowerPoint

#### **1.1. Introduction to the Interface**

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- Launching PowerPoint Presentation
- Navigating PowerPoint Themes and Templates
- Starting a blank presentation vs. using a built-in template
- Navigating PowerPoint Interface
- Identifying Different Tabs
- Understanding The Ribbon's Content
- Customizing Quick Access Toolbar and the Ribbon
- Exploring Normal View, Slide Sorter View, Outline View, Reading View

#### **1.2. Working with Slides**

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- Creating Slides from Outline
- Changing Slide Size
- Inserting New Slides
- Changing Slide Layouts
- Creating and Modifying Slide Layout
- Duplicating, Deleting, Hiding/Unhiding, Reordering Slides
- Inserting Slide Header, Footer, Page Numbers
- Applying pre-designed themes from the design tab
- Using Variants to Change a Theme's Color, Font, And Effects
- Formatting Slide Background
- Using The Eyedropper to Pick a Color from an Image

### Module 2: Essential Visuals and Basic Design

#### **2.1. Adding and Formatting Text**

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- Inserting A Text Box and Typing Content
- Changing Font Type, Size, Color, And Applying Bold/Italic/Underline
- Adding Columns to Text
- Using Bulleted and Numbered Lists
- Adjusting Indentation and Spacing in Paragraphs and Columns
- Use Customized Bullets

#### **2.2. Inserting and Modifying Objects**

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- Inserting Pictures from a File or Online Sources
- Apply Built in Styles and Effects to Images

- Removing A Background from an Image
- Cropping A Picture into a Specific Shape
- Applying Artistic Effects and Corrections
- Adding Basic Shapes and Icons
- Formatting Shapes
- Using The Drawing Tools Format Tab

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### **2.3. Object Arrangement**

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- Aligning Multiple Objects
- Distributing Objects Evenly
- Merge, Grouping and Ungrouping Objects
- Bringing Objects to Front or Sending them to Back/ Selection Pane

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### **2.4. Working with SmartArt**

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- Choosing The Right SmartArt
- Editing Text Within SmartArt
- Changing SmartArt Colors and Styles
- SmartArt Options – Promote/Demote, Move Up/Down Right/Left
- Convert To SmartArt and Text
- Smart Art Graphic Settings

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## **Module 3: Working with Data and Multimedia**

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### **3.1. Working with Tables**

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- Inserting A New Table by Different Methods
- Applying Table Styles
- Modify Table Size and Design
- Merging And Splitting Cells, And Adding/Deleting Rows/Columns
- Link Tables from MS Excel and Adding as Objects

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### **3.2. Working with Charts**

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- Inserting Different Chart Types
- Inserting Charts by Different Methods
- Entering Data Directly or Copying and Pasting from Excel
- Formatting Chart Elements
- Creating Chart Templates
- Link Charts from MS Excel and Adding as Objects

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### **3.3. Working with Video and Audio**

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- Inserting Audio/Video from Different Sources
- Multimedia Settings
- Trimming Video Clips and Setting Playback Options
- Inserting And Trimming Audio Files

## Module 4: Engaging Your Audience with Motion Effects

### **4.1. Adding Simple Transitions**

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- Applying Transitions
- Adjusting Transition Speed, Duration and Sounds
- Applying A Transition to All Slides

### **4.2. Advanced Transitions**

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- Using The Morph Transition (Office 365 Feature)
- Applying Morph to Similar Text, Shapes, And Pictures
- Applying Morph to different Text, Shapes, And Pictures

### **4.3. Using Animations**

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- Applying Entrance, Emphasis and Exit Effects
- Applying Motion Path Effects
- Applying Multiple Effects
- Applying Animation to Text, Chart and 3D Objects
- Applying Animation Painter

### **4.4. The Animation Pane**

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- Opening The Animation Pane
- Changing The Order of Animations
- Adjusting Animation Timing (Start, Delay and Duration)
- Trigger, Timing and Advanced Effects in Animation

## Module 5: Finalizing and Delivering Your Presentation

### **5.1. Recording Your Presentation**

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- Using The Record Slideshow Feature
- Using Ink and A Laser Pointer During Recording
- Rehearsing Timings to Practice and Save The Pace of A Presentation

### **5.2. Running a Slide Show**

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- Starting A Slide Show from The Beginning or From A Current Slide
- Using Presenter View to See Speaker Notes and Upcoming Slides
- Create Custom Slide Show
- Using Annotations in Slideshow

### **5.3. Saving and Printing your Presentation**

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- Restrict Editing and Protect Presentation
- Print Presentation Content
- Export Presentation to Other Formats
- Saving As Customized Template

- Exporting A Presentation as A PDF
- Saving As A PowerPoint Show (Ppsx)
- Printing Presentation, Handout and Notes

## **Module 6: The Slide Master: The Key to Consistency**

### **6.1. Understanding the Slide Master**

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- Accessing the Slide Master View
- Identifying the Parent Slide Master and its Layouts
- Making A Change on the Slide Master and Observing Its Effect on All Slides

### **6.2. Creating Custom Layouts**

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- Adding Header, Footer, Logos in Slide Master
- Adding Images and Working with Background in Slide Master
- Adding A New Layout to the Slide Master
- Inserting Placeholders in Slide Master

### **6.3. Understanding Handout and Notes Master**

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- Adding Header, Footer, Slide Numbers
- Modifying Slide Masters for Notes and Handouts

## **Module 7: Professional-Grade Features**

### **7.1. Interactivity**

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- Embedding Other Files in Presentation
- Creating Hyperlinks to Other Slides, Documents, Or Websites
- Using Action Buttons to Navigate a Presentation
- Using Summary Zoom and Section Zoom

### **7.2. Using AI in Microsoft PowerPoint**

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- PowerPoint AI Tool: Designer
- PowerPoint AI Tool: Rehearse with Coach
- Using ChatGPT to Build Presentation Slides
- Different Websites for AI Generated PowerPoint

### **7.3. Working with Projects**

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- Create an Advanced Chart
- Create a LinkedIn Cover
- Create Greeting Card

## About The Trainer



### Engr. Asma-Ul-Husna

B.Sc. in Chemical Engineering (BUET)  
 Manager, Linde Bangladesh Limited  
 Microsoft Certified PowerPoint Associate  
 9 + yrs Technical Sales Professional

**Asma-Ul Husna** is a highly accomplished **Technical Sales Professional** and **Certified Microsoft PowerPoint Associate**, bringing over **9 years of professional and training experience**. She specializes in empowering students, professionals and organizations with **Advanced PowerPoint Mastery, Presentation Excellence, Business Intelligence and Sales Capability Development**.

With a strong academic foundation as a **BUET Graduate in Chemical Engineering**, Asma combines analytical expertise with practical business insight. Over the years, she has successfully **designed and facilitated 200+ hrs. of online and corporate training programs**, including Microsoft PowerPoint, presentation skills development, sales effectiveness and technical capability enhancement training, which covered **approx. 350 participants**.

Her professional journey includes holding a key leadership role as **Manager, Application Technology Sales at Linde Bangladesh Limited**, where she applies strategic thinking, business development acumen and customer-centered solutions to drive business growth. She holds several prestigious global certifications, including - **Microsoft Office Specialist – PowerPoint Associate, Lean Six Sigma Black Belt**, Certifications in **Digital Transformation**, and **Leadership Development from Linde**. Her expertise extends to **market need analysis, product marketing, business development and customer retention strategies**, making her trainings highly practical, industry-relevant, and result-oriented.

Asma is a dynamic and result-driven trainer who has transformed learning experiences through **engaging delivery, practical insight and impactful training design**. With strong expertise in Microsoft PowerPoint and corporate presentation excellence, she empowers professionals to communicate confidently, think analytically, and perform effectively in competitive environments. Her training approach is interactive, insightful and transformation-driven, ensuring participants gain **real-world skills, confidence and performance improvement irrespective of their academic and professional field**.

Email: [asmaul2509@gmail.com](mailto:asmaul2509@gmail.com)

Phone: +8801847126183