



Microsoft PowerPoint 2024

SEHG-AI-1117 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Microsoft PowerPoint 2024 turns ideas into impact by combining design, storytelling, and technology into one easy-to-use platform. Long trusted by professionals, educators, and teams around the world, PowerPoint has grown into a flexible and creative tool for building presentations that inform and inspire. It helps users turn concepts into visual stories—whether you're sharing a proposal, teaching a lesson, or presenting a report. Over time, it has evolved from simple slideshows to a full-featured experience that supports visual design and smooth delivery. The latest version introduces a modernized interface, smarter design recommendations, and tools that make it easier than ever to present with clarity and confidence. The Microsoft PowerPoint 2024 course will provide participants with the knowledge to create clean and engaging slides, structure presentations effectively, as well as delivery content with clarity. Participants will explore tools for incorporating multimedia, animations, and transitions, along with techniques for presenting live or sharing recorded presentations. The course also covers collaboration features, accessibility options, and time-saving design tools to help users present more professionally and efficiently.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Identify key elements in the interface
- Understand how to organize, arrange, and design slides
- Determine how to insert text boxes, adjust fonts, and apply text effects
- Explore SmartArt tools
- Gain an understanding of tables, graphs, and chart tools
- Successfully use visual elements and multimedia

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Module One**
 - Introduction to PowerPoint 2024
 - Exploring the Interface
 - Creating a New Presentation
 - Understanding Themes and Slide Layouts
 - Saving Presentations
 - The Start Screen and Recent Files
- **Module 3 — Module Two**
 - Working With Slides
 - Adding, Duplicating, and Deleting Slides
 - Customizing Slide Layouts
 - Using Sections
 - Outline View
 - Mastering Slide Sorter View
- **Module 4 — Module Three**
 - Designing Slides
 - Changing Styles and Colors
 - Aligning with Grids
 - Customizing Fonts, Effects, and Color Themes
 - Using the Slide Master
 - Branding Consistency Across Slides
- **Module 5 — Module Four**
 - Inserting Text
 - Adding Text Boxes
 - Fonts, Size, Alignment, Spacing
 - Using SmartArt
 - Applying Text Effects
 - Working With Lists
- **Module 6 — Module Five**
 - Visual Elements
 - Formatting Pictures and Stock Images
 - Customizing Shapes and Icons
 - Using Drawing Tools
 - Transparency, Filters, Cropping
 - New Image Enhancements in 2024
- **Module 7 — Module Six**
 - Tables, Graphs, and Charts
 - Inserting Tables
 - Creating Charts
 - Linking Charts to Excel
 - Chart Design and Layout Tabs
 - 2024 Chart Types and Smart Data Integration
- **Module 8 — Module Seven**
 - Multimedia: Audio, Video, and Animations
 - Inserting Videos
 - Using Audio Files
 - Adding Animations
 - Using the Animation Pane

- Adding Captions to Videos
- **Module 9 — Module eight**
 - Slide Show Tools
 - Applying Transitions
 - Using Morph
 - Setting Up Narrations and Rehearsed Timings
 - Presenter View and Live Annotations
 - Custom Show
- **Module 10 — Module Nine**
 - Sharing and Collaboration
 - Co-Authoring Presentations
 - Comments and Mentions
 - Sharing Presentations via OneDrive and Teams
 - Exporting to Video, PDF, and More
 - Protecting Your Presentation
- **Module 11 — Module Ten**
 - Presentation Delivery
 - Recording Presentations (With Video and Voice)
 - Laser Pointer and Ink Tools
 - Kiosk Mode and Self-Running Presentations
 - Accessibility Checker
 - Keyboard Shortcuts
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed. The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AI-1117 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.