

Master the tools and techniques to build unforgettable slide decks with Power Presentations Unleashed, a dynamic Microsoft 365 PowerPoint training experience for professionals who need to design and deliver presentations that inform, persuade, and inspire. This course guides you through the full creation process—from interface setup and theme design to multimedia, transitions, and delivery optimization. You'll learn to create and manage slides efficiently using reusable layouts, branded templates, and structured views like Slide Sorter and Outline. Discover how to apply themes, customize graphics and icons, and leverage Slide Master controls for consistent formatting. You'll also explore how to use ChatGPT to generate presentation content, transforming rough ideas into structured slides with AI-powered speaker notes, content flow, and wording suggestions. The course covers how to enhance slides using Designer, build storytelling impact with animations, cinematic transitions, and Morph, and embed multimedia, videos, or narration for high-impact delivery. You'll master tools for recording and exporting, working with audience-specific slide shows, and using presenter view, dual monitors, and rehearsal modes. Whether you're pitching ideas, leading a training, or presenting to executives, this hands-on session will show you how to create polished, professional presentations that land with impact—in the room or online.

### STARTUP, NAVIGATION & INTERFACE CUSTOMIZATION

- Tour of the ribbon, view modes, and quick access tools
- Customize the interface with panels, toolbars, and shortcuts
- Use Slide Sorter, Outline, and Reading views for structure

### CREATING & MANAGING SLIDES

- Create from blank, template, or branded slide masters
- Reuse slides and content from other presentations
- Use sections, rearrange slides, and duplicate/delete quickly
- Using find-and-remove tools to scrub hidden

### THEMES, LAYOUTS & SLIDE MASTER CONTROL

- Apply themes with fonts, colors, and layouts
- Edit Slide Masters to control global formatting
- Save and reuse themes across presentations

### GRAPHICS, ICONS & WORDART CUSTOMIZATION

- Insert shapes, icons, WordArt, and 3D models
- Apply formatting like color fills, shadows, borders, layering
- Resize, align, group, and order elements with precision

### MULTIMEDIA & SMART VISUAL INTEGRATION

- Insert pictures, screenshots, screen recordings, or watermarks
- Embed and trim videos or audio clips
- Use SmartArt and infographics for instant visuals

### CHATGPT-POWERED PRESENTATION BUILDER

- Quickly generate slide content & speaker notes with simple prompts
- Turn rough ideas or meeting notes into clear, structured presentations
- Save time with AI-assisted suggestions for wording, flow, and design.

### POWERPOINT DESIGNER TOOL

- Instantly improve slide layouts using Microsoft 365's Designer tool
- Automatically enhance spacing, alignment, and visual hierarchy
- Generate modern, professional suggestions based on your content

### CHARTS, TABLES & DATA VISUALIZATIONS

- Create native or linked charts from Excel
- Insert data tables with formatting styles
- Use SmartArt for processes, org charts, and lists

### ANIMATION EFFECTS & SLIDE TRANSITIONS

- Animate objects with build-in/build-out logic
- Use Fade and Zoom transitions for visual flow
- Apply timing, triggers, and interactive effects

### MORPH TRANSITION & SEAMLESS MOVEMENT

- Create cinematic transitions between slides using Morph
- Animate object position, size, and rotation across slides
- Great for storytelling, reveals, and visual continuity
- Available in Microsoft 365 and PowerPoint 2019 or newer

### PRESENTER VIEW, NOTES & DELIVERY FEATURES

- Add and print speaker notes; use Presenter View
- Highlight with laser pointer, pen, or spotlight tools
- Set up subtitling, dual display, and rehearsal modes

### RECORDING, NARRATION & EXPORTING TOOLS

- Use Slide Recording Studio and Record Slide Show
- Add narration with timing control and video overlays
- Export as MP4, PDF, or portable show for any system

### CUSTOM SLIDE SHOWS & AUDIENCE VARIANTS

- Create custom shows for different audiences
- Manage multiple decks within one file
- Use Custom Show tools for seamless transitions

### FINAL DELIVERY & PROFESSIONAL PACKAGING

- Prepare presentation for USB, cloud, or live projection
- Package presentations with fonts, links, and media
- Practice delivery w/ timers, automated playback, or self-running setup