

# Create Captivating PowerPoint Presentations

Study the **Certificate in Microsoft PowerPoint** with  
The Online Business Academy



ICOES



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



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## About Us

# Welcome To The Online Business Academy

## 94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

## 96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing and digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

# A New Way To Learn

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.



## #42

We provide 42 premium courses curated by leading industry professionals.

### Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.



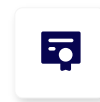
#### Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



#### Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.



#### Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.





## Office & Productivity Courses

# Certificate in Microsoft PowerPoint

Impress your audience with visually stunning presentations using the power of Microsoft PowerPoint! Whether you're a beginner or experienced user, this practical course covers everything you need to know to create professional presentations for any occasion. By the end of the course, you'll have the skills and confidence to create impactful presentations and receive a certificate to showcase your newfound expertise to potential employers.



**Enrol Now**



**Learn More**

### Course Investment

# \$199

### Course Duration

# 10 Hours

### Course Outcomes

- Create professional-quality presentations using a range of tools, features and
- Customize and format text, images, and other objects to suit the content and design of a presentation.
- Use templates, themes, and styles to create consistent and visually appealing presentations.
- Effectively use animations, transitions, and multimedia elements to enhance presentations.
- Utilize various chart types, diagrams, and tables to display data and information in an engaging and clear way.
- Design and customize master slides to create consistent branding and formatting throughout presentations.



## Certificate in Microsoft PowerPoint

### Module 01 Microsoft PowerPoint Basics

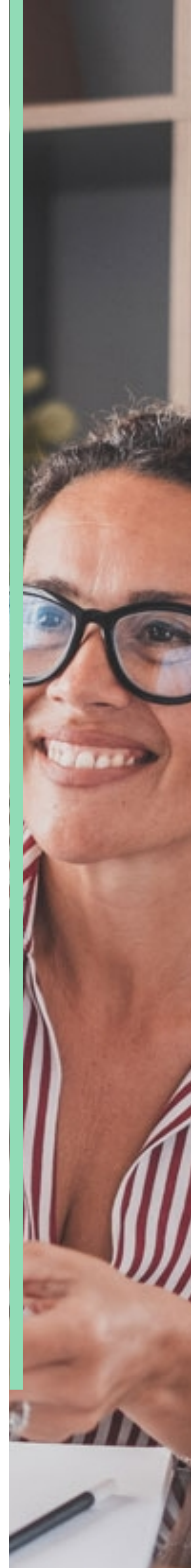
The “Introduction to Microsoft PowerPoint” module is the first step for beginners who want to start learning how to use PowerPoint. In this module, you will learn the basics of the PowerPoint interface, including the Ribbon, Quick Access Toolbar, and Backstage view. You will also learn how to create and open presentations and save them in different formats. By the end of this module, you will have a basic understanding of how to use PowerPoint and be ready to move on to more advanced topics.

### Module 02 Working with Slides

The Working with Slides module in PowerPoint covers the essential skills needed to create and manage presentations effectively. You’ll learn how to create and open presentations, save them, and manage slides. The module also covers how to format slides and apply themes, add transitions and animations to enhance the visual appeal, and prepare presentations for delivery. Additionally, you’ll learn how to use the Find & Replace tool to quickly update text, and how to print your slides for handouts or other purposes.

### Module 03 Text and Objects

In the Working with Objects module, you will learn how to take your PowerPoint presentations to the next level by adding and formatting various types of objects. You’ll learn how to add and format text boxes, pictures, shapes, and SmartArt graphics. You’ll also learn how to align and order objects, use the Selection Pane to manage objects, and use animation effects to bring your presentation to life. By the end of this module, you will have the skills needed to create visually appealing and engaging PowerPoint presentations.



## Certificate in Microsoft PowerPoint

### Module 04 More Objects

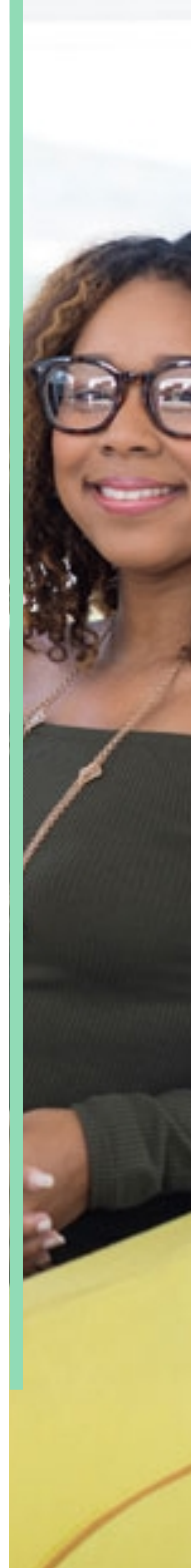
In this module, you will learn how to incorporate different types of multimedia content into your PowerPoint presentations to make them more engaging and informative. You will learn how to add videos and audio to your slides, adjust playback options, and sync them with your presentation. Additionally, the module covers the use of tables and charts to present data in a clear and organized manner, as well as the use of SmartArt graphics to illustrate concepts and ideas. You will also learn how to format and customize these objects to match the overall design of your presentation.

### Module 05 Review and Collaborating

The Reviewing and Collaborating module in PowerPoint covers a range of topics related to collaborating on presentations with others. It includes information on checking spelling and grammar, reviewing presentations, and inspecting and protecting presentations. You'll also learn how to use comments, track changes, and compare presentations, as well as how to share your presentations and co-author with others. This module will teach you how to effectively work with others on PowerPoint presentations, ensuring that your work is error-free and professional-looking.

### Module 06 Customizing Your Presentation

The Customizing Your Presentation module in PowerPoint is designed to teach learners how to personalize their presentations by customizing the visual elements and layout. It covers various topics such as modifying themes, creating a consistent look using slide master view, and customizing the color scheme and font styles. Additionally, the module teaches how to add multimedia elements such as links, action buttons, and audio recordings to make your presentation more engaging. You will also learn how to rehearse and record your presentation to make it more polished, and share it online through various platforms. By the end of this module, learners will have the necessary skills to customize and present a professional-looking PowerPoint presentation.



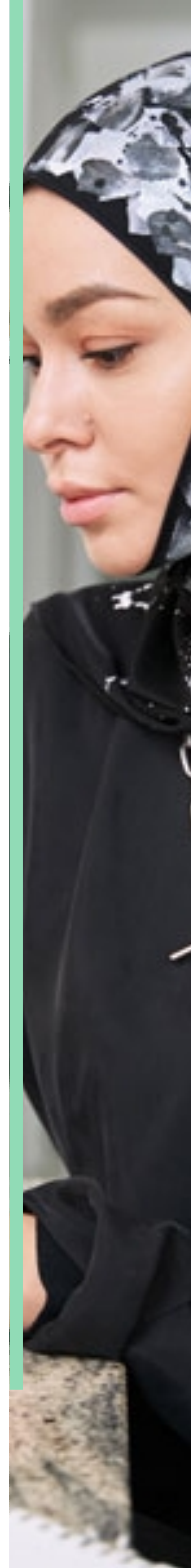
## Certificate in Microsoft PowerPoint

### Module 07 Microsoft PowerPoint Extras

In this module, you will dive deeper into Microsoft PowerPoint and learn about some advanced topics and features. The module begins with an introduction to Office 365, followed by an overview of the latest features in Office 2019. You'll then learn about Intelligent Services, which can help you with various tasks such as design and content suggestions. Next, the module covers the Draw tab, which allows you to create and edit shapes, lines, and freeform designs in PowerPoint. Finally, you will learn about the use of icons in your presentation, which can help you to convey information more effectively. By the end of the module, you'll have a solid understanding of how to utilize these advanced features to enhance your PowerPoint presentations.

### Module 08 Microsoft PowerPoint Quiz

The PowerPoint Quiz module is designed to test the knowledge and skills of learners on PowerPoint. The quiz will cover a range of topics related to PowerPoint, such as creating and formatting slides, adding and editing multimedia, applying animation effects, and presenting with confidence. The quiz will consist of a series of multiple-choice questions that will assess the learners' proficiency in PowerPoint and help them identify areas for improvement. By taking the quiz, learners will be able to reinforce their understanding of PowerPoint and enhance their ability to create effective presentations.







## Career Centre

# We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

## Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

## What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



### Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

**Julie N.**

Certificate in Xero



# What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



**Maria R.**  
Certificate in Adobe  
Photoshop

## Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



**Sarah T.**  
Certificate in  
Microsoft Word

## Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



**Mark J.**  
Digital Marketing  
Bootcamp

## Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



# Start Upskilling Today!

Follow our easy 4-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Proceed to payment



3. Receive login details



4. Start Learning!

Get Started Now, Click Here

