



MICROSOFT POWERPOINT

BASIC

Build clean, confident slides quickly

For learners who want to design simple, professional slides with consistent layouts.

INTERMEDIATE

Turn ideas into clear, business-ready stories

For learners who need to design clear, well-structured presentations that highlight key messages and create engaging infographics.

ADVANCED

Design persuasive visuals and deliver stories that stick

For learners who aim to create advanced visuals, infographics, and impactful story delivery.

Microsoft 365

2 Days Microsoft PowerPoint 365 Basic & Intermediate

2 Days Microsoft PowerPoint 365 with Copilot (Basic & Intermediate)

1 Day Microsoft PowerPoint 365 Intermediate

1 Day Microsoft PowerPoint 365 Advanced

2 Days Microsoft PowerPoint 365 Advanced

2 Days Microsoft PowerPoint 365 with Copilot (Advanced)

ICDL

2 Days ICDL Presentation 365

3 Days ICDL Presentations (Advanced) 365

Electives

2 Days Infographics and Data Visualisation (SFw)

1 Day Storytelling with Infographics