MICROSOFT POWERPOINT TRAINING ROADMAP

BASIC	INTERMEDIATE	ADVANCED
Build clean, confident slides quickly	*Turn ideas into clear, business-ready stories*	*Design persuasive visuals and deliver stories that stick*

MICROSOFT 365

	1 Day Microsoft PowerPoint 365 Intermediate	**1 Day** Microsoft PowerPoint 365 Advanced
2 Days Microsoft PowerPoint 365 Basic & Intermediate		**2 Days** Microsoft PowerPoint 365 Advanced
2 Days Microsoft PowerPoint 365 with Copilot (Basic & Intermediate)		**2 Days** Microsoft PowerPoint 365 with Copilot (Advanced)

ICDL

2 Days ICDL Presentation 365		**2 Days** ICDL Presentations (Advanced) 365

ELECTIVES

	2 Days Infographics and Data Visualisation **(SFw)**	**1 Day** Storytelling with Infographics

RECOMMENDED FOR

For learners who want to design simple, professional slides with consistent layouts.	For learners who need to design clear, well-structured presentations that highlight key messages and create engaging infographics.	For learners who aim to create advanced visuals, infographics, and impactful story delivery.