



Syllabus: Certificate in Advanced PowerPoint (CAP)

- **Duration:** 1 Month
 - **Eligibility:** 10th Pass / Basic PowerPoint Knowledge
-

Evaluation Scheme

- **Full Marks:** 200
 - **Theory Paper:** 100 Marks
 - **Practical/Project Works:** 80 Marks
 - **Internal Assessment/Viva voce:** 20 Marks
-

Course Syllabus

This course elevates students from basic users to presentation experts, focusing on professional design aesthetics, automation, and advanced multimedia integration.

Module 1: Presentation Architecture & Slide Master

- **Slide Master Mastery:** Creating consistent layouts, custom fonts, and branded themes.
- **Advanced Layouts:** Using placeholders, grids, and guides for professional alignment.
- **Custom Templates:** Building reusable .potx files for corporate branding.

Module 2: Advanced Graphics & Infographics

- **Vector Graphics:** Working with icons, SVG files, and "Merge Shapes" features.
- **SmartArt Customization:** Converting text to SmartArt and ungrouping for custom animation.
- **Photo Editing:** Background removal, artistic effects, and transparency layers within PPT.
- **3D Models:** Inserting and manipulating 3D objects with the "Morph" transition.

Module 3: High-End Animations & Transitions

- **The Morph Transition:** Creating cinematic movement between slides.
- **Animation Pane:** Layering multiple animations, triggers, and precise timing control.
- **Motion Paths:** Drawing custom paths for fluid object movement.
- **Interactive Buttons:** Using "Actions" and "Hyperlinks" for non-linear navigation.

Module 4: Multimedia & External Integration

- **Video & Audio:** Embedding, trimming, and setting automatic cues/bookmarks.
- **Excel Linking:** Inserting dynamic charts that update automatically from Excel.
- **Recording:** Creating "Self-Running" presentations with voiceovers and screen recordings.
- **Exporting:** Saving presentations as high-definition videos (MP4) and PDFs.

Module 5: Final Capstone Project (The Master Pitch Deck)

- **Project Task:** Students will create a 12-slide "Corporate Pitch Deck" or "Educational Module."
- **Requirements:** Must include a custom Slide Master, at least 3 Morph transitions, an interactive menu (using Action buttons), and one linked Excel chart.
- **Submission:** Live presentation demonstration and a Viva voce on the design logic and animation triggers used.

This syllabus is a property of Axomtech Skill Education Council.

