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PowerPoint syllabus for MIS & Analytics Professionals

Module 1: Introduction to PowerPoint & MIS Reporting

- What is PowerPoint & its role in MIS & Analytics
- Understanding business presentations
- PPT interface, ribbon, views, file formats
- Difference between normal PPT & MIS/Management PPT

Module 2: Presentation Basics

- Creating & saving presentations
- Slide layouts & placeholders
- Using themes & variants
- Slide size (16:9 vs 4:3) for corporate use
- Header, footer, date & slide number

Module 3: Text, Shapes & Visual Elements

- Text formatting (fonts, alignment, spacing)
- Smart use of shapes for dashboards
- Icons & images for analytics slides
- Grouping, layering & alignment tools
- Corporate color usage & consistency

Module 4: Charts & Graphs for MIS Reports

- Inserting charts from Excel
- Column, Bar, Line, Pie, Combo charts
- Choosing the right chart for data analysis
- Chart formatting for management reports
- Dynamic chart updates from Excel

Module 5: Tables & Data Visualization

- Creating & formatting tables
- Highlighting KPIs using colors & icons
- Conditional formatting style visuals
- Using screenshots & snipping tools
- Linking Excel data into PPT

Module 6: SmartArt & Process Diagrams

- Process flow charts
- Hierarchy & organization charts
- Data flow & business process diagrams
- MIS workflow representation

Module 7: Animations & Transitions (Professional Use)

- When & when not to use animations
- Object animation for storytelling

- Slide transitions for reports
- Animation pane & sequence control

◇ Module 8: MIS & Analytics Dashboards in PPT

- Designing executive dashboards
- Monthly / Weekly MIS presentation structure
- Sales, Finance, HR & Operations dashboards
- KPI slides for top management
- One-slide summary (Executive Summary slide)

◇ Module 9: Advanced PowerPoint for Analytics

- Linking multiple Excel files
- Updating reports automatically
- Reusing slides with Slide Master
- Custom templates for organizations
- PPT shortcuts for speed & productivity

◇ Module 10: AI & Automation in PowerPoint (Optional / Advanced)

- Using AI tools for slide design
- Auto-design ideas & layouts
- Creating presentations from data using AI
- PPT + Excel + AI workflow

◇ Module 11: Interview & Corporate Standards

- Common PPT mistakes in interviews
- Case-study presentation practice
- Management presentation etiquette
- PPT test patterns in MIS/Analytics interviews

