



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)
Centre for Professional Development



MICROSOFT POWER POINT - LEVEL 2 (ADVANCED)

This Advanced PowerPoint program is designed to transform participants from “slide editors” into presentation designers who can build high-impact, visually polished presentations with confidence. Through hands-on practice, real examples, and guided design methods, participants will learn how to create corporate-level templates, apply modern visual storytelling techniques, use animations strategically, present data with clarity, and enhance efficiency with AI tools.

WHO SHOULD ATTEND :

- ✓ For those who are interested in developing a solid foundation in mastering presentation skills.

METHODOLOGY :

- ✓ Hands-On, exercise, case study, test, brain-storming session.

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**ALL PARTICIPANTS ARE REQUIRED TO
BRING LAPTOP FOR PRACTICAL SESSION**



ADMINISTRATIVE DETAILS

Date	: September 3 -4, 2026 (Thursday-Friday)
Time	: 2 Days (9:00 am - 5:00 pm)
Venue	: FMM Institute, Johor Branch No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, Johor
Fees	: RM 1,215.00 (FMM Member) RM 1,350.00 (Non member) <i>The fee inclusive Service Tax at 8%</i> <i>(SST No: W10-1901-32000105)</i>
Closing Date	: August 20, 2026 (Thursday)
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR



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COURSE CONTENTS

Advanced Slide Mastering & Corporate Brand Systems

- Multi-Slide Master Management
- Creating brand systems (colors, fonts, layouts)
- Dynamic placeholders for reusable templates
- Modular layouts and alignment grids
- Master-level formatting for all slide types
- Locking elements to protect layouts

Advanced Visual Storytelling & Slide Design Techniques

- Visual hierarchy, spacing, flow
- Professional grid composition
- Transforming text-heavy slides into visuals
- Advanced image treatments & masking
- Bullet-to-visual transformation techniques

Advanced Data Visualization

- Selecting the right chart for the story
- Custom chart design using shapes
- Multi-layer analytic charts
- Excel-linked dynamic charts
- Executive-level data labeling

High-Impact Animation & Motion Design

- Layered animation sequencing
- Advanced timing control
- Motion graphics using Morph
- Cinematic transitions
- Trigger-based animations

Interactive Presentations & Navigation Systems

- Slide branching logic
- Interactive menus & dashboards
- Creating actions, hyperlinks & triggers
- Interactive quizzes or catalogs





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COURSE CONTENTS

Multimedia Mastery

- Embedding vs linking HD videos
- Background removal
- Editing video/audio inside PowerPoint
- Exporting MP4 in 1080p/4K

Professional Delivery & Automation

- Using Presenter Coach (AI)
- Rehearse Timings
- Multimonitor Presenter View
- Recording narration for e-learning

AI-Powered Presentation Design

- Using Copilot for slide generation
- Microsoft Designer for graphics
- ChatGPT for rewriting & content ideas
- AI image tools for presentation assets

Productivity, Optimisation & Publishing

- Compressing images smartly
- Embedding & replacing fonts
- Exporting PDF, Video, Word handouts
- Document inspection & encryption

Advanced Slide Prototyping with Figma

- Figma components for slides
- Exporting assets to PowerPoint
- Maintaining consistent spacing

Corporate Reporting & Dashboard Presentations

- KPI dashboards
- Executive summary templates
- Story-driven reporting sequences

Accessibility & Inclusive Design

- Accessibility checker
- Color contrast rules
- AI alt-text generation
- Reading order setup





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MICROSOFT POWER POINT - LEVEL 2 (ADVANCED)

SEPTEMBER 3 - 4, 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. Ain

Email : sabrina@fmm.org.my / astri@fmm.org.my

/ nur_ain@fmm.org.my

Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

- Fees: ☐ **FMM Member: RM 1,215.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))
- ☐ **Non Member: RM 1,350.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080

BRO No. : 475427-W

SST No. : W10-1901-32000105

Submitted by:

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. : _____ Business Registration No. (New/Old) _____ SST No (If Applicable): _____

Company Stamp & Signature: _____ Date: _____